Procedure Statement

The awarding of a master’s and specialist degree implies not only the mastery of specific knowledge in one’s field of study but also the acquisition of skills necessary to undertake successful research. Research in any field entails an organized effort to test theories, solve problems, and advance knowledge.

Reason for Procedure

To assure that all master’s and specialist candidates understand their discipline’s research methods and means of evaluation and application, the university requires one of two departmental research course options.

Procedures and Responsibilities

1 Option I: 518, Thesis, is a significant work based on an original idea and which makes a creative contribution to and advances knowledge in the student’s areas of interest and expertise. It is designed to provide a culminating experience to the master’s and specialist degree.

1.1 All degree programs involving a thesis require the satisfactory completion of the 518 course. Upon the appointment of the thesis committee, students must be continuously registered for the 518 course to receive thesis-related assistance from members of the faculty or to use thesis-related university facilities or services.

1.2 Students must be registered in 518 for the semester they graduate. Credit for no more than six hours of 518 is allowed in a degree program and is awarded only upon satisfactory completion of all requirements. Unless approved by the department head or director of school or program coordinator, 518 must be taken in the department/school of the major field of study.
1.3 All theses involving research compliance areas (human subjects, animal subjects, export control, or biological agents) must be in compliance with university procedures regarding the specific research compliance area.

2 Option II: 595. The required course shall carry the course number, 595, but the title, as long as it conveys the research component, may vary from program to program.

2.1 The 595 course is required for all non-thesis master’s and specialist degree programs.

2.2 The department offering the 595 course has autonomy in its organization and instructional operation; however, completion of the course will be evidenced by a product that shall be available for reference in the department for a minimum of three years.

2.3 All 595 research components involving research compliance areas (human subjects, animal subjects, export controls, or biohazardous agents) must be in compliance with university procedures regarding the specific research compliance area.

2.4 A student must enroll in the 595 course within the major department. Exceptions to this policy must receive written permission from the department head and be filed in the Office of Graduate Studies.

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**Related Statutes, Policies, or Requirements**

University Procedure *11.99.90.06 Master’s and Specialist Thesis and Advisory Committee*

University Procedure *11.99.90.09 Course Requirements for the Master’s and Specialist Degrees*

University Procedure *15.99.01.R01 Human Subjects Protection*

University Procedure *15.99.05.R0.01 Animal Care and Use*

University Procedure *24.01.01.R0.02 Infectious Biohazards and or rDNA in Research*

Suspends University Procedure *11.04.90.21 Master’s Degree Research*

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**Contact Office**

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