

Thesis Research Project Guidelines  
Clinical Psychology Doctoral Program  
Texas Tech University  
Last Update: August 17, 2015

**Getting Started**

- Please review in detail *Required Steps for Master's Degree* document: <http://www.depts.ttu.edu/gradschool/forms/List%20of%20Required%20Major%20Steps%20-%20Masters%20Degree.pdf>
- Student will form a thesis committee comprised of three graduate faculty. Two of the committee members must be core faculty in the Clinical Psychology doctoral program. The third committee member can be from another psychology program (e.g., Counseling, Experimental) or outside the department as long as the faculty member is recognized by the TTU Graduate School as being graduate faculty.

**Thesis Proposal**

- Student will enroll in 3 thesis credits (Psy 6000: Thesis) the semester that the student proposes the thesis. These credits are to be distributed across the thesis committee faculty members.
- The thesis proposal document must be distributed to the committee at least two weeks in advance of the proposal and defense meetings.
- The thesis proposal meeting cannot be scheduled until after the document has been distributed to faculty.
- Thesis proposal meeting is a max of 90-minutes in length.
  - Thesis proposal meetings will include a 10-minute (approximate) presentation by the student followed by questions and input from the thesis committee.
- Thesis committee will complete the *Thesis Proposal Checklist* to evaluate the thesis proposal. Thesis chair will submit the form to DCT after meeting for signature. DCT will place original in student's file and a copy will be given to the student.
- Students are expected to have the thesis proposal meeting and proposed research project approved by the end of the fall semester of their second year at the latest. Failure to do so will result in an unsatisfactory rating in the *Rate of Progress in Completing Program Requirements* domain of the student's evaluation as well as other possible consequences as determined by the Clinical faculty.

**Credits during Project**

- Student will enroll in a minimum of 1-credit during each long semester and summer session while the thesis research project is being conducted (continuous enrollment). The credits should be under the thesis chair.

### Thesis Defense

- Student will enroll in 3 thesis credits (Psy 6000) the semester that the student defends the thesis. These credits are to be distributed across the thesis committee faculty members.
- There must be a minimum of a 2-month time period between when the thesis proposal meeting and the thesis defense meeting.
- The thesis defense document must be distributed to the committee at least two weeks in advance of the proposal and defense meetings.
- The thesis defense meetings cannot be scheduled until after the document has been distributed to faculty.
- Thesis defense meeting is a max of 90-minutes in length.
  - Thesis defense meetings will include a 20-minute (approximate) presentation by the student followed by questions and input from the thesis committee.
- Contact the TTU Graduate School Thesis Coordinator (806-742-2787) to notify him/her of day and time of thesis defense.
- Thesis committee will complete the *Thesis Defense Checklist* to evaluate thesis. Thesis chair will submit form to DCT after meeting. DCT will place original in student's file and a copy will be given to the student.
- Student and/or Thesis Chair will complete the *Oral Defense and Thesis-Dissertation Approval Form* prior to the defense meeting. This form also requires thesis committee signatures. The form will be submitted to the DCT. The DCT will submit form to the TTU Graduate School. This form can be found here:  
<https://sharepoint2010.itts.ttu.edu/graduateschoolintranet/docs/Forms/Oral%20Exam%20and%20Thesis-Dissertation%20Approval%20Form.pdf>
- Students are expected to complete and defend their thesis by the end of the spring semester of their third year at the latest. Failure to do so will result in an unsatisfactory rating in the *Rate of Progress in Completing Program Requirements* domain of the student's evaluation as well as other possible consequences as determined by the Clinical faculty.

### Department Presentation

- Student will present a summary of the completed thesis research project to department faculty and students as part of the student research presentations conducted in the fall and spring semesters.

### Getting the M.A. Degree (thesis option)

- Complete the *M.A. Degree Plan* form:  
<http://www.depts.ttu.edu/gradschool/forms/Masters%20Degree%20Plan.pdf>  
Student will send completed *M.A. Degree Plan* form to DCT. DCT will file *M.A. Degree Plan* form to Thesis Coordinator.
- Complete the *Change or Add Program* form  
<http://www.depts.ttu.edu/gradschool/forms/ChangeAddProgram.pdf>  
Student will send completed *Change or Add Program* form to DCT. DCT will file *Change or Add Program* form with the TTU Graduate School.
- Student will file *Statement of Intent to Graduate Form* with the TTU Graduate School. Student will need to log in through eRaider to get access to this form.
- Student should consult the *TTU Graduate School Thesis-Dissertation Formatting Guidelines* for how to format thesis document.
- Please contact the TTU Graduate School Thesis Coordinator (806-742-2787) if you have additional questions.
- The student is responsible for reading all required documents to ensure adherence to TTU Graduate School policies.

### Helpful Links

TTU Graduate School:

<http://www.depts.ttu.edu/gradschool/>

Current Graduate Students:

<http://www.depts.ttu.edu/gradschool/students/current/index.php>