



Office of Graduate Studies  
Effective July 12, 2009

Information for  
Thesis/Clinical Paper/Field Project

This information provides an overview of the preparation, completion and submittal process of thesis, clinical paper, and field project to the Office of Graduate Studies. The information given is supplemental to the current Office of Graduate Studies Bulletin and the "Format Policy and Style Manual" booklet published by the Office of Graduate Studies. For additional information, pre-approval discussions and format questions, please phone Julie Kumbier at 920/424-1211, e-mail to [kumbier@uwosh.edu](mailto:kumbier@uwosh.edu), or come to the Office of Graduate Studies Office in Dempsey 337.

The Process:

Thesis/Clinical Paper/Field Project (T/CP/FP) Preparation

1. A graduate student may register for a thesis/clinical paper/field project before they submit their Research Approval Form to the Office of Graduate Studies. The student must be in full standing and have completed his/her Admission to Candidacy.
2. The student selects a committee chair and members or advisor, as appropriate from the student's graduate degree program.
3. The student prepares a short proposal and defends to a committee if defense is a requirement.
4. Application and approval by Institutional Review Board for the Protection of Human Participants (IRB) or the Institutional Animal Care and Use Committee (IACUC).
5. Submit signed copies of Research Approval Form (approved and signed by Research Committee and Program Coordinator) and a 250-word proposal (or Abstract) to the Office of Graduate Studies. If after the Research Approval Form is approved, there is a change in any of the following, the student should submit a memo listing these changes to the Office of Graduate Studies. The memo should be signed by the student; the Thesis Committee Chair, Clinical Paper Advisor, or Field Project Advisor; and the Graduate Program Coordinator.  
Changes requiring notification to the Office of Graduate Studies:
  - a. Change in thesis committee membership
  - b. Change in advisor for clinical paper or field project
  - c. Change in title of thesis/clinical paper/field project

- d. Change in proposed research—Note: This may require resubmission for IRB or IACUC review. Please check with the IRB or IACUC as appropriate.
6. Please note that if certain conditions exist on a student's record, e.g. an "Incomplete", a T/CP/FP registration may be delayed.

#### Format Review and Submittal of Final Copies to the Office of Graduate Studies

1. The submission deadline for format completion is typically three weeks prior to the close of a semester or summer session. (Note: If assistance is needed in the preparation of a manuscript, a list of typists is available in the Office of Graduate Studies office.)
2. Formatting of a manuscript may be done in person or by mail. For formatting appointments, please call Julie Kumbier, Office of Graduate Studies and Research, 920/424-1211; e-mail address: [kumbier@uwosh.edu](mailto:kumbier@uwosh.edu). Or you may send her a copy of the manuscript at UW Oshkosh, Oshkosh, WI 54901. Please include your daytime and evening telephone numbers. After she has reviewed your manuscript, she will mail it back to you. If an appointment is needed, she will contact you to schedule one.
3. A paper copy of the complete manuscript is needed for format approval. Include Abstract, Title Page, List of Tables, List of Figures, Manuscript, Appendix(es), Bibliography/References and the optional Dedication and/or Acknowledgement page(s).
4. For a clinical paper or field project, format review can be done anytime a complete manuscript is ready, pending the final review by the advisor. At the time of the final review, the student may include multiple copies of the approved Title Page on the paper intended for the final copies (see # 6 below). Include as many title pages as needed for the amount of manuscripts intended for binding.

For a thesis, the preference is that format review take place before the oral defense. If this is not possible, the Title Page must be approved prior to getting committee or advisor signatures. At the defense, the student should bring multiple copies of the approved Title Page on the paper intended for the final copies (see # 6 below). Bring as many title pages as needed for the amount of manuscripts intended for binding. The committee may or may not sign at the conclusion of the defense session. But if they are ready to do so, you have the title pages available for them to sign.

6. The Office of Graduate Studies requires one unbound paper copy of the final signed thesis/clinical paper/field project printed on paper approved for final copies, and one digitized copy in Portable Document Format (PDF). The PDF file should be one “continuous” file, e.g., not separate files for each section of the manuscript. The PDF file should be emailed to Julie Kumbier ([kumbier@uwosh.edu](mailto:kumbier@uwosh.edu)) at the same time the paper copies are submitted.

The final signed paper copy for binding must be printed or photocopied on white paper, 25% or 100% cotton-rag content, 20-lb or 24-lb weight substance, standard size (8 ½ x

11 inches). The paper should not have an “embossed” texture. The Office of Graduate Studies strongly recommends that all paper copies for binding be produced on this quality paper. The student should consult with his/her graduate program to determine if the graduate program requests or requires a copy, and whether it is to be bound paper or digitized, or both.

The two required copies (one bound paper and one digitized) become part of the permanent collection of Polk Library. The bound paper copy will be archived as evidence of the student’s thesis/clinical paper/field project coursework. The digitized copy will be added to Polk Library’s circulating collection and will also be included in MINDS@UW, a University of Wisconsin System web site designed to gather, distribute, and preserve digital materials related to the University of Wisconsin's research and instructional mission.

One check for binding and postage of the copies to be bound is made payable to “UW Oshkosh” and is included with submission of the final signed copies. Copy This!! in Reeve Memorial Union on the UW Oshkosh campus stocks white paper that is approved by the Office of Graduate Studies for final copies. Students should contact Copy This!! for such services.

7. Submittal deadline is the final day of the 14-week semester or the final day of the 8-week summer session, unless a “Request for Extension of Research Completion” is approved. (The form is appended to this information.) Bring all copies of the manuscripts which are to be bound, Title Pages signed by the committee, and one check made payable to UW Oshkosh for the binding and handling/transportation charges.
8. The Office of Graduate Studies will arrange for shipping, insurance, binding and mailing.

If you have questions or wish to make an appointment, please contact:

Julie Kumbier  
Office of Graduate Studies  
Dempsey Hall 337  
University of Wisconsin Oshkosh  
(920) 424-1211  
e-mail: kumbier@uwosh.edu

OFFICE OF GRADUATE STUDIES  
UNIVERSITY OF WISCONSIN OSHKOSH

REQUEST FOR EXTENSION OF RESEARCH COMPLETION (please check as many as apply)

- For Submission for Format Approval
- For Submission of Final Signed Copies and Check for Binding/Postage
  
- Thesis
- Clinical Paper
- Field Project

Format approval and Final Copy deadlines are established by the Office of Graduate Studies to ensure that graduate students meet degree audit and graduation deadlines. Graduate students should contact Graduate Studies as soon as they know that an extension is necessary. Extensions to deadlines may result in a change of your graduate and degree conferral date. An extension is subject to the approval of the graduate student's advisor, graduate program, and the Director of Graduate Studies.

**PLEASE NOTE THAT IF YOU ALSO NEED TO REQUEST AN EXTENSION TO TIME TO DEGREE COMPLETION, THERE IS A SEPARATE FORM FOR THAT PURPOSE AVAILABLE FROM THE GRADUATE STUDIES OFFICE OR WEBSITE.**

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Last Name	First	MI	Student Info System ID#
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Street Address	City	State/Zip Code
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Degree Program: \_\_\_\_\_

Anticipated date for submission for format approval \_\_\_\_\_

Anticipated date for submission of final signed copies  
and check for binding and postage \_\_\_\_\_

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Student's Signature	Date
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Thesis Committee Chair or Advisor (CP or FP)	Date
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Graduate Program Coordinator	Date
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Director of Graduate Services Office of Graduate Studies	Date
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