

**CERTIFICATION THAT THE
MASTER'S QUALIFYING EXAMINATION/THESIS PROPOSAL DEFENSE
HAS BEEN PASSED**

Student's Name _____.

Prior to beginning the Master's thesis, students must pass a qualifying examination consisting of an oral and written proposal of a research plan for the thesis project. A written thesis proposal must be submitted to the thesis committee for approval. The thesis proposal should set forth a research plan that would advance the state of knowledge in the student's chosen area. The design should permit reasonable explanations even for null results. Once the thesis advisor has approved the proposal, a defense meeting may be scheduled. Typically, a copy of the thesis proposal is distributed to the committee at least 1-2 weeks prior to the proposal meeting. The thesis proposal must be submitted to the committee in hard copy or electronically, depending on what each member requests. A thesis proposal consists, at a minimum, of a literature review, method, proposed analyses, references, and (if applicable) appendices. During the proposal meeting, the thesis proposal is discussed, and suggestions for improvement are made. It is recommended that students obtain committee approval of the thesis proposal prior to submitting their research proposal for IRB approval.

We certify that this student has successfully passed the Master's qualifying examination according to the evaluation of the thesis committee (names and signatures):

(Co-)Major Professor(s): _____.

Committee Member: _____.

Committee Member: _____.

Committee Member: _____.

Date qualifying examination/thesis proposal defense meeting took place:

_____.

Date committee determined the qualifying examination/thesis proposal defense was passed:

_____.

Submit the signed form to Brittany Vojnovic by byabczanka@usf.edu for the student's record to document completion of the Master's qualifying examination requirement.