



Business Administration Department

Master of Business Administration (MBA) Thesis Handbook

Concentrations

in

Business Analytics

Healthcare Management

Leadership and Change Management

Operations Management

Academic Year

2024-2025

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Dear Student,

Congratulations! You are ready to begin the culmination of your master's degree program – completion of a master's level Thesis. This handbook provides the requirements for writing thesis necessary to earn a master's degree in your MBA program. Please read the entire handbook before you begin working on your thesis.

The following two courses will guide you through the thesis process. Each course must be taken during the regular semester (15 weeks), and the two courses cannot be taken concurrently. The grades for these courses will be pass (P) or fail (F).

1. MBA 5390-Thesis Research

Cr. (0-0-3). This course is designed for those who will pursue thesis option in their plan of study. It is designed for the preparation of a master's thesis. The candidate identifies a problem, reviews literature, creates a product based on applicable literature, research, or theory that addresses the problem, and develops a plan for implementation and evaluation with the supervision of an academic advisor.

2. MBA 5391-Thesis Writing

Cr. (0-0-3). The thesis is an independent research course that involves theoretical or empirical research that identifies an issue or question, reviews literature, designs a study, gathers, and analyzes data or evidence, and presents interpretations or conclusions. A candidate is required to perform the study under the guidance of a faculty advisory committee. A written thesis must be presented, defended orally, and submitted to the faculty advisory committee for approval. Prerequisite(s): (MBA 5390).

Summary

- The thesis proposal must describe the research, and the faculty advisory committee must approve it before you begin the research process.
- Students will work with their academic advisor to develop the thesis proposal and plan of study. Once this is completed and before finishing the first thesis course, the student must select at least two professors from the NAU faculty to serve as members of the faculty advisory committee. This committee will guide the student through the thesis process.
- The student will defend the thesis orally before the second thesis course is completed. The faculty advisory committee must certify that all thesis requirements have been completed before the defense can be scheduled. A successful defense is required for completion of the program.
- **Admission Procedure:** Students admitted to the MBA program have two options: an MBA with a thesis and an MBA without a thesis. The department will interview students applying for the MBA-Thesis program, and the department chair must approve them. Students admitted to the Thesis option will register for the same classes in the non-thesis program but will be excused from 6 credit hours of coursework approved by the student's advisor. Instead, students should register for MBA 5390-Thesis Research and MBA 5391-Thesis Writing. Students willing to complete their MBA program with a thesis should have at least a 3.00 GPA and core courses determined by the advisor.

Guidelines for Working with Your Thesis Advisor

1. Contact your advisor when you are accepted into the thesis program.
2. With the consultation and permission of your advisor, register for MBA 5390 - Thesis Research.
3. After successfully completing MBA 5390, seek approval from your advisor to register for MAB 5391 - Thesis Writing.
4. Consult with your advisor about a proposed timeline for completion of your thesis. If you have not completed the process by the end of MBA 5390, you may not enroll in the class a second time to complete the thesis program. Students may transfer to the non-thesis MBA program.
5. You should allow at least two weeks for your advisor to review your drafts and provide feedback. Please communicate with your advisor at the beginning of the program if you have hard deadlines to meet.

The Master's Thesis Committee. Individuals who hold earned doctoral degrees in appropriate/related fields are eligible to serve as members of the master's thesis committee. Exceptions may be granted by the provost based on department requests and justifications. The master's thesis committee ordinarily should have at least three members, including the committee chair. Larger committees, with a maximum of five members, are permissible if the department chair approves. One member should be outside the department offering the master's program.

The Master's Thesis Committee Chair. The master's thesis committee chair is the master's degree candidate's primary advisor during all thesis research and writing phases. The chair is the committee leader and serves as the primary liaison between the student, the program, and the department.

The master's thesis committee chair convenes and conducts the thesis defense meetings. In conjunction with other committee members, the chair is responsible for providing technical and content advice and assistance to the student during the thesis process. Unless an exception is recommended by the chair of the department and approved by the provost, the chair should be a member of the department in which the degree program is offered. However, otherwise qualified individuals outside the department may be co-chair if the department head approves such an arrangement.

MBA with Thesis Programs at North American University (NAU)

The Business Administration department offers four master's degree concentration programs: Business Analytics, Healthcare Management, Leadership and Change Management, and Operations Management. Regarding the research method, review the information below to

determine the differences between *quantitative* research and *qualitative* research. The method you choose should reflect the research problem and the purpose of the study.

Students must consult with their chair to choose an acceptable topic with an appropriate scope that interests them and is relevant to their work in their concentration field. The topic selection should also be relevant to the student’s professional and leadership development.

Criteria	Quantitative Research	Qualitative Research
Description	Collects numerical data to answer research questions	Uses text-based narrative to formulate hypothesis or theory
Purpose	To test hypotheses, examine cause and effect, and make predictions	To understand and interpret social interactions
Focus	Narrow-angle lens to test a specific hypothesis	Wide-angle lens to examine the breadth and depth of the phenomenon
Sample	Large and randomly selected	Small and specifically selected
Methods	Surveys, structured interviews, observations, assessments, review of records for numeric information	Focus groups, in-depth interviews, case studies, and review of documents for themes
Research Objectives	Describe, explain, and predict	Explore, discover, and construct
Observation	Study behavior under controlled conditions	Study behavior in the natural environment
Process	Deductive process used to test pre-specified concepts, constructs, and hypotheses	Inductive process used to formulate a theory or hypothesis
Final Report	Statistical report with correlations, comparisons of means, and statistical significance of findings	Narrative report with contextual description, including direct quotes from participants
Types of Data	Numbers and statistics	Words, images, or objects
Data Collection	Precise measurements using structured and validated data-collection instruments with fixed response options	Open-ended responses, interviews, participant observations, field notes, and reflections with unstructured or semi-structured response options
Data Analysis	Identify statistical relationships	Identify patterns, features, themes
Results	Generalizable findings that can be applied to other populations	Specialized findings that are not generalizable to other populations
Time	More time intensive in the planning phase	More time intensive in the analysis phase
References	Minimum of 20	Minimum of 20
Appendices	Yes, if needed	Yes, if needed
Institutional Review Board (IRB)	Work with the thesis advisor to determine if an IRB review is needed	Work with the thesis advisor to determine if an IRB review is needed

Writing the Thesis

A thesis is a piece of work that must embody the results of original investigations and analyses and be of such quality as to merit publication, meet the standards of reputable scholarly publications, and constitute a substantial contribution to the knowledge in the field.

Proposal (Written in MBA 5390 - Thesis Research)

The proposal is an overview of the thesis topic, which introduces the topic, defines the issues that will be addressed, and explains why the topic is worthy of further study.

The thesis proposal should include the following:

- Title page
- Abstract – brief summary of the proposal
- Table of Contents
- Introduction – background of the topic, problem statement, purpose/objectives of the study, justification, hypothesis (if relevant), and research questions
- Brief literature review – at least 10 sources
- Proposed methodology

The thesis proposal should be written in the third person voice and future tense.

Major Professor (Advisor)

The Major Professor serves as the student's advisor and mentor throughout the thesis process. Master's students completing a thesis must identify a Major Professor, be approved by the student's Department chair, and receive that person's agreement to serve as a Major Professor. Students should select a Major Professor as soon as possible before starting their thesis research, and they must have a Major Professor to maintain Satisfactory Academic Progress.

Suppose a Major Professor cannot be identified, or, in the event, a Major Professor is unable or unwilling to continue serving on the student's committee. In that case, the student is responsible for finding another professor from their program or department. If available, students who cannot find a replacement should contact their program advisors for other options, including converting to a non-thesis track.

Chapters in the Thesis

(This may change based on the topic and/or advisor's decision)

Chapter One: Introduction

This chapter introduces the reader to the topic and establishes the problem statement and purpose of the research. It sets the context for the research question(s).

This chapter typically begins with a general overview of the topic and proceeds to a statement of the research question(s), which will be addressed through the literature review in Chapter Two. This chapter also defines any terms essential for readers to understand about the research topic.

Chapter Two: Literature Review

This chapter introduces the reader to the most relevant, current, and significant previous research conducted related to the topic. The goal is to answer the guiding research questions identified in Chapter One. Use headings consistent with APA format to make the organization of the literature review clear to the reader.

The first paragraph of Chapter Two should explain the process and parameters of the literature review search. The purpose of adding this paragraph is to make the thesis stronger academically.

Chapter Three: Methodology

This chapter explains the research method and design used to conduct the study. After the study is completed, it describes the actual procedures that were followed.

For the proposal, this chapter should be written in the future tense. After the study is concluded, this section will be changed to past tense.

Chapter Four: Results

This chapter reports the results of the data as well as the accurate reporting of the findings. Any discussion should be limited in scope and closely related to the research question(s) and contributions to those questions. This chapter often includes figures, tables, and graphs to display the outcome of the study.

Chapter Five: Conclusion and Recommendations

This chapter summarizes the results from Chapter Four in relation to the problem statement and purpose of the research stated in Chapter One. In this chapter, the author draws conclusions from the study's results, makes recommendations for future practice, makes policy recommendations, and generalizes results as applicable.

Appendices

Any materials developed for use in the study, such as assessments, interview questions, surveys, raw data, or observation notes, should be included after Chapter Five as Appendices.

Format of the Thesis

The thesis should be written in APA format. Follow these formatting guidelines:

Font and Size	Double-space the document, use a 12-point font size, and use either Times New Roman or Calibri.
Margins	Use a 1-inch margin on the top, bottom, left, and right sides of the document.
Page Numbers	<ul style="list-style-type: none"> • Use Arabic numerals. • Start page 1 on the title page. • Insert page numbers in the upper right corner, 1 inch from the top and 1 inch from the side. • Do not include a Running Head.
Keywords	In the first paragraph of Chapter Two, list 4 or 5 keywords that will help readers search for your thesis in the NAU Digital Library.
Ordering of Pages	Start each chapter on a new page.
Title Page	Write the title page in all CAPITAL LETTERS.
Acknowledgments	This is an optional page.
Abstract	150-200 words in APA format
Table of Contents	Follow APA format
List of Tables	This page is only required if your document contains tables.
References	The in-text citations cited in the paper match those listed in the References list. All citations and references should be in APA format.
Printing	The document should be printed single-sided
Typos	Spell-check the document before sending a draft to your advisor. In addition to spell-check, critically read your document to eliminate all grammatical and mechanical errors.

Intellectual Property Rights

In addition to the responsibilities that students must abide by standards of academic integrity, students are also entitled to the protection of their intellectual property rights.

1. Work submitted in North American University classes is to be used solely for educational purposes within the context of the course in which the student is enrolled.
2. Any other use of student work must credit the student as the author of the work and must be authorized by the student. (Students seeking to publish research involving human subjects must have the appropriate review/approval from the North American University Institutional Review Board prior to data collection and analysis).
3. Students have the right and responsibility to redact any sensitive, personally identifiable information (such as names of businesses cited in case studies or demographic information related to research subjects) prior to releasing their work outside of the classroom.
4. Although students may choose to co-author with a faculty member, students own their research and any other materials they design independently.

5. Students are encouraged to copyright written materials when releasing them outside of the classroom. Students who complete theses, dissertations, and capstone projects acknowledge, by completing the project, that they are aware that a copy of the work will be retained in the NAU Library.

Overview of Process for Completing the Thesis

Topic and Question Formulation

Some students have a general idea of the topic for their master's thesis when they begin the graduate program. Other students develop a topic idea as a result of their coursework. Students are strongly encouraged to think about possible thesis topics as they progress through the program.

Once students have identified a general topic of interest, they must identify a problem that leads to research questions that guide the research. With the permission of their thesis advisor, interested MBA students may enroll in the following courses offered by the Education department:

EDUC 5325-Research Methods/or EDUC 5328 – Action Research.

Due Dates for Thesis and Oral Defense

The master's Thesis and Oral Defense must be completed by the end of the semester during MBA 5391 is taken to avoid paying for another semester of credits. Students should ask their committee chair to help them schedule dates for completing each section of the thesis.

Timeline for Finishing the Thesis and Scheduling the Oral Defense

Please note the following deadlines when planning a schedule for completing the thesis.

Six Weeks Before Oral Defense

- Submit a completed copy of the thesis to the committee chair. The chair should have received and reviewed sections of the thesis prior to this date. It is unacceptable to begin submitting portions or a draft now.

Three Weeks Before Oral Defense

- When the student and chair agree that the thesis is near completion, the student should seek approval from the chair to schedule the oral defense. Some chairs may want to take charge of scheduling – ask the chair about their preference.
- Find a date and time that works for those who need to attend the thesis defense. The chair may arrange the room for oral defense if it is completed on campus.

Two Weeks Before Oral Defense

- With the committee chair's permission, distribute a final draft of the thesis to the oral defense committee members. Check with the chair as to whether an electronic or paper document is preferred.

The Oral Defense

The oral defense allows students to demonstrate their ability to participate in a scholarly discussion of their master's Thesis.

Logistics of the Defense. The defense is approximately one to three hours long; plan to arrive early (if face-to-face) to set up before the defense. Students are welcome to bring

guests to the defense if this is cleared with the chair in advance. The guests will be asked to leave once the committee begins deliberations. If it is an online defense, the student must set up a live streaming platform and share the connection link with the chair and committee members. Test the system in advance to ensure the connection is secure and reliable.

Presentation. Specific questions will not be provided prior to the defense. However, students may ask their committee if there are any specific types of questions for which they need to prepare. Students will prepare the presentation of their thesis and will make that presentation at the beginning of the defense. Students may prepare a PowerPoint presentation for this part of the defense.

Students should not simply summarize the thesis. They should also be well prepared for the questions regarding specific reasons that led them to select the topic, the details of the data collection procedure, the theoretical model and statistical method they used, the rationale behind their outcome, the usefulness of their findings in the real-life business world, etc.

Visual Representation. Alternatively, their advisors may ask students to develop a visual representation (PowerPoint, infographic, mind map, or flowchart) that synthesizes the main content of their thesis project. The presentation and visual representation will serve as a springboard for subsequent discussion of the thesis and questions from the committee.

Oral Defense Results

When the student's presentation has been completed and the committee's questions have been answered, the student (and any visitors) will be asked to leave the room. The committee will then deliberate and make one of the following decisions:

- **Passed the defense:** The thesis is acceptable if the student passes the defense. The committee can either pass with no revisions needed or pass with minor revisions needed. The chair must approve any revisions before the thesis can be digitally uploaded and a Satisfactory grade for MBA 5391 can be entered.
- **Passed the defense with major revisions:** Significant revisions are needed if the student passes the defense with major reservations. The oral defense should not be repeated if the student passes with significant revisions. Within **one week** of the defense, the student will receive an email from the chair stipulating the required revisions. The student is responsible for making the changes indicated and resubmitting the thesis within **three weeks** of receiving the feedback. The committee chair will notify the student if the committee accepts the revisions. The decision will either be that the student passed or the thesis needs further revisions.
- **Failed the defense:** If the student fails, the defense must be repeated after significant modifications have been made to the thesis. Within **one week** of the defense, the student will receive an email describing the changes that must be made to the thesis and the oral

defense before the student can schedule another defense. The student is responsible for making the changes indicated and resubmitting the thesis to the chair and a second reader by the deadline set by the chair. A **second and last** oral defense must be scheduled by the student after approval from the chair. The same guidelines apply to the second oral defense as the first one. Students failing the second defense cannot continue the thesis program but may transfer their course credits to the non-thesis program.

Immediately After the Oral Defense

The committee chair will notify the department chair after the student has successfully completed the thesis and oral defense. The department chair will turn in a grade for the thesis class (MBA 5391) after receiving notification that the thesis has been electronically submitted to the NAU system.

Submit Your Completed Thesis

Once the student has received final approval that the thesis has been successfully completed, he/she must follow this process to submit a copy of the thesis to NAU-Library:

- Save the completed thesis with the following file name:

Last name-first (and) middle initials- mm-yyyy of defense

For example, doe-ja-08-2024.docx is the file name of Jane Anne Doe's thesis, which she submitted in August 2024. The file name must follow the exact format.

The following file formats are acceptable - Word (.doc, .docx) or PDF (.pdf)

- Submit the completed thesis to the NAU library using the thesis submission form.

THESIS REQUIREMENTS

MBA 5391 is the continuum of MBA 5390. The steps below cover both courses. Chapters One, Two, and Three will be covered in MBA 5390, while Chapters Four and Five will be completed in MBA 5391.

<p>Overview:</p>	<ul style="list-style-type: none"> • Complete at least 12 hours of coursework with a 3.0 GPA or higher. • Enroll in MBA 5390 • MBA 5390 can be registered only once, while MBA 5391 can be registered twice. • Complete <i>Declaration of Thesis Form</i>
<p>Step 1: Finish Preparation Courses/Fill out Thesis Option Form</p>	<p>Begin reviewing literature and considering ideas for your thesis proposal throughout the program.</p> <p>Since the thesis should serve as the culminating activity of your graduate program, it is strongly recommended that students complete the coursework outlined in your Program of Study before registering for the thesis courses.</p> <p>Complete the <i>Declaration of Thesis Form</i> and submit it to the department chair.</p>
<p>Step 2: Form Master's Advisory Committee</p>	<p>Composition of Committee. As you begin to formulate the topic for your master's thesis, select a committee chair and committee members. Ensure that the interests and expertise of the faculty members on your committee coincide with your master's study. Meet with your committee chair to discuss whether or not you should make any adjustments to the composition of your committee.</p> <p>Roles of Committee Members. Your advisor is responsible for providing the major input on your master's thesis, so you should develop a very close working relationship with your advisor during the thesis courses. You should also expect to meet individually on various occasions with the other committee members to receive feedback on your study's design, instruments, materials, data analysis, or drafts.</p>
<p>Step 3: Sign up for master's Thesis Credit</p>	<p>Register to take MBA 5390 before MBA 5391. These two courses CANNOT be taken concurrently. It is recommended that students should not begin any data collection until the committee and the Department Chair have approved the proposal.</p>
<p>Step 4: Identify a Project/Thesis Topic</p>	<p>In MBA 5390, the first step is to identify a good thesis topic worthy of research. This might require considerable thought, study, and consultation with your committee members.</p> <p>Identify several topics of interest. For each area of interest, state a problem or issue that would benefit further investigation.</p>

	<p>The type of research selected should be based on the student’s interests, expertise, topic, and career goals. Sometimes, the thesis might be an outgrowth of a previous course project or internship.</p> <p>In this scenario, the student should consult with the committee to ensure that the additional effort is defensible for Project credit. It is not permissible to be awarded course or internship credit and project credit for the same activity unless the total time devoted to the activity is commensurate with the total amount of credit being awarded.</p>
<p>Step 5: Prepare Proposal</p>	<p>The next step in preparing the thesis is to submit a proposal to the chair and committee members for approval.</p> <p>This is a crucial step that requires critical decisions about the thesis's scope, content, method, and design.</p> <p>An approved proposal becomes a contract between the student and the committee. If your student executes the thesis in accordance with the proposal, committee members may not subsequently add additional requirements.</p> <p>To minimize wasted effort, students should prepare the proposal in stages. After discussing thesis topics with the chair and receiving permission to proceed, the student should prepare a written proposal (15-20 pages) outlining the problem and briefly describing how it will be addressed in the study.</p> <p>Consult the <i>Guidelines for Preparing a Proposal for a Thesis</i> for a detailed outline of the proposal document. A well-prepared proposal can be included as part of a final project report.</p> <p>Consult with your chair and committee frequently as you prepare your proposal. Submit early drafts for review and feedback. Expect to iterate through multiple drafts.</p>
<p>Step 6: Defend and Submit Proposal</p>	<p>Once students have completed the proposal, a copy must be submitted to the committee for review. Arrange a meeting with the committee to defend your proposal at least two weeks before the desired date. In this meeting, committee members may ask clarifying questions or suggest changes to the proposal.</p> <p>When the members of the committee are satisfied with the proposal (this may occur after the meeting and subsequent changes have been made), the student should have the committee members sign the <i>Thesis Proposal Approval Form</i>, which will be submitted to the Department Head, along with a copy of the proposal.</p>

<p>Step 7: Obtain IRB Approval</p>	<p>Students must also receive IRB approval before beginning the study if it is required. If the thesis involves the use of human subjects, students must apply for IRB (Institutional Review Board for Human Subjects) approval. This requires that students review an IRB Tutorial, pass an IRB exam, and submit an IRB proposal and application to the university. Students cannot submit an IRB application until the committee has approved the proposal.</p>
<p>Step 8: Conduct Thesis Study MBA 5391</p>	<p>Once IRB approval has been given, students are ready to conduct the study outlined in the proposal and collect data. During this process, students should continue to consult with the committee frequently.</p>
<p>Step 9: Write Thesis</p>	<p>The format and content of the thesis will vary, depending on the focus of the thesis work and the committee's recommendations. Sample outlines are available.</p> <p>In preparing the thesis manuscript, students should carefully follow the style guidelines outlined in the <i>Publication Manual of the American Psychological Association, 6th edition</i>.</p> <p>Students should consult the chair frequently during the writing process for draft assistance and feedback. The format for electronic citations can be found in the <i>APA Style Guide to Electronic References</i>.</p> <p>Consult the document <i>Guidelines for Submitting Dissertations, Theses, or Selected Projects</i> for critical information on format and style requirements, sample title, copyright, approval, abstract, and acknowledgments pages.</p>
<p>Step 10: Submit Draft for Review and Make Revisions</p>	<p>Once the study has been completed, students should submit a draft to the advisor for review and feedback. Students must make any recommended revisions. It is expected to iterate through multiple drafts to produce the final report. The advisor may also recommend that students submit drafts to other members of your committee. Committee members should not take more than two weeks to review each draft and provide feedback, except in extenuating circumstances.</p>
<p>Step 11: Schedule and Hold Final Thesis Defense</p>	<p>Schedule the Thesis Defense. Once the committee approves the thesis, students should schedule the Final Thesis Defense by submitting the <i>Scheduling of Final Oral Examination (Master's) Form</i>.</p> <p>A copy of the thesis and this form must be submitted to the Department Head at least two weeks before the actual defense. Interested University faculty and students are encouraged to review the thesis before the defense.</p> <p>Nature of Defense. Any interested member of the University community may attend the thesis defense. Generally, students will be asked to make a short presentation about the study, the findings, and conclusions or recommendations. After the presentation, committee members will ask</p>

	<p>questions about the study. Students should consult with the chair before the defense to determine the format and how best to prepare.</p> <p>Results of Defense. Students may either "pass," "pass with corrections," or "fail" the thesis defense. The most common result is to "pass with corrections," which means that further revisions must be made to the thesis. "Fail" means that a second defense is required or (if it is the second defense) the degree program will be terminated.</p>
<p>Step 12: Obtain Final Approvals and Signatures</p>	<p>Make any final revisions to the thesis and obtain committee approval signatures.</p> <p>Submit the thesis to the Department Head for review and approval.</p> <p>Submit the thesis to the Provost of the University for review and approval.</p> <p>Students should anticipate additional minor revisions from these reviews. Each of these reviews may take up to two weeks to complete.</p>
<p>Step 13: Submit Electronic Thesis</p>	<p>The Business Administration Department requires that all completed theses be submitted electronically. Consult the NAU Library for detailed instructions on electronic submission. Students may also request bound copies of the thesis.</p>

THESIS CHECKLIST

This checklist is a basic guide to help you track your progress through the thesis process. The requirements must be followed in the order shown below.

Proposal

- Register for MBA 5390 -Thesis Research
- Create your Thesis Committee and submit the *Committee Member Appointment Form* to your thesis advisor.
- Consult with your advisor and committee to schedule and defend your proposal.
- Complete all required training needed.
- If applicable, gain approval to use human subjects (IRB). Data collection may begin once your study has received approval from the IRB. Students who collect data before approval will be subject to an investigation and will not be permitted to use the data for their thesis.
- After completing the previous steps, and with your advisor's approval, complete the *Thesis Proposal Packet* and submit all required forms and documents to your advisor to get final approval
- The items above should be completed during your MBA 5390 class.

Final Thesis

- Register for MBA 5391 -Thesis Writing (you must have at least 3 hours of MBA 5391 to graduate, but more hours may be necessary to complete the thesis process).
- After receiving proposal approval, complete your study and finish writing your thesis.
- Consult with your advisor and committee to set a date for your final thesis and submit the *Thesis Defense Notification Form* to your advisor at least two weeks before your defense.
- Defend your final thesis and receive approval from your committee.
- With advisor and committee approval, submit your final thesis packet with all required documents by the deadline to your advisor for final approval. The required documents include the *Thesis Final Defense Report* and the *Advisor's Approval to Submit Form*.
- After your advisor's approval, your advisor will provide instructions for uploading your document to the system. Pay all fees.

Business Administration Department

**DECLARATION OF THESIS TITLE AND THESIS COMMITTEE
SELECTION FORM**

Program/Concentration: Master of Business Administration in: (enter your concentration)

Student Name: _____ Date: _____

Student Email: _____

Phone: _____ Anticipated Graduation Date: _____

Tentative Thesis Title: _____

Faculty members who have agreed to serve on the Thesis Committee for the above-named student are as follows (for both the proposal and Final).

Committee Chair: _____ Office Phone: _____

Department: _____ E-mail: _____ Signature: _____

Committee Member: _____ Office Phone: _____

Department: _____ E-mail: _____ Signature: _____

Committee Member: _____ Office Phone: _____

Department: _____ E-mail: _____ Signature: _____

Approved: _____ Date: _____

Department Chair

Approved: _____ Date: _____

Provost

Please submit this form, with all signatures, at least 30 days before the proposal defense.

Business Administration Department
THESIS PROPOSAL PACKAGE

Before moving forward with the submission process, make sure you meet the eligibility requirements:

- I am registered in the current semester's MBA 5390 -Thesis Research class.
- The *Committee Selection form* was submitted and approved by my Thesis Advisor and the department chair.
- My proposal is approved by the committee, Department Head, and the provost.
- I have received approval from the appropriate review board (IRB applicable) to conduct this study.
- I have completed all required training.
- My proposal follows the formatting of the thesis template and the guidelines described in my chosen style guide.
- My advisor agrees that I made all necessary changes and am ready to submit the proposal for review.

Please consult your advisor if you are unsure if you meet the above requirements.

Business Administration Department
THESIS PROPOSAL APPROVAL FORM

Major/Concentration: Master of Business Administration in: (enter your concentration)

Student Name: _____ Date: _____

Student Email: _____

Date Scheduled: _____ Time: _____ Place: _____

Title of Thesis: _____

This research (indicate one):

- Involves the collection of data from or about living human beings (requires IRB review)
- Involves the collection of data from or about live vertebrate animals (requires IACUC review)
- Involves the use of pathogens; potential pathogens of humans, animals, or plants; materials potentially containing human pathogens; recombinant DNA and RNA, including the creation or use of transgenic plants and animals; select agents and toxins listed by the CDC; and/or any material requiring a CDC license or USDA permit to import (requires IBC review)
- Does not meet the requirements to seek approval from IRB, IACUC, or IBC

By signing, I affirm that the above information is correct, and I understand if I fail to seek approval from the appropriate safety committee before data collection, I will not be permitted to use the data in my final thesis.

Student Signature: _____ Date _____

Advisor Signature: _____ Date _____

**Business Administration Department
THESIS PROPOSAL APPROVAL**

By signing, we, the committee, affirm that we have read the proposal document and agree that it is adequate in scope and quality as a thesis for this graduate degree. We approve the student's proposal document and agree that the student is ready to proceed in the thesis process.

Advisor (Chair): _____
Signature: _____ Date: _____

Committee Member: _____
Signature: _____ Date: _____

Committee Member: _____
Signature: _____ Date: _____

The signature below indicates approval of the above recommendation.

Department Chair: _____
Signature: _____ Date: _____

The provost: _____
Signature: _____ Date: _____

Business Administration Department

**ADVISOR'S APPROVAL TO SUBMIT THESIS PROPOSAL TO THE
SYSTEM FORM**

Student Name: _____

Advisor's Name: _____

Below is a checklist of every item to be included in your submission packet. Incomplete packets will not be accepted. The student must submit All forms and documents electronically in a single email.

- Thesis Committee Selection Form*
- Thesis Proposal saved as a Word or PDF document
- Thesis Proposal Approval Form*
- Advisor's Approval to Submit Form*

This form will be used after the proposal defense is completed to signify all revisions suggested by the committee, the department chair, and the provost have been made and the advisor has reviewed the revised proposal.

By Signing, I certify:

- All revisions suggested by the committee during the proposal defense have been made.
- The advisor has reviewed the revised proposal and grants approval for the student to submit it to the system for review by the department.
- The proposal conforms to the thesis template, the style manual specified in the thesis handbook, and general rules for grammar, syntax, and mechanics.
- The student followed all rules and processes regarding data collection.
- The proposal submission packet is complete as specified above.

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Business Administration Department
THESIS DEFENSE NOTIFICATION FORM

You will schedule your thesis defense with your advisor. This form serves as a notification to the Thesis Committee when your defense will occur. Complete and submit this form to your advisor at least 2 weeks before the date of your thesis defense.

Program/Concentration: Master of Business Administration in: (enter your concentration)

Student Name: _____ Date: _____

Student Email: _____

Date Scheduled: _____ Time: _____ Place: _____

Title of Thesis: _____

Major Advisor (Chair): _____

Signature: _____ Date: _____

Committee Member: _____

Signature: _____ Date: _____

Committee Member: _____

Signature: _____ Date: _____

Department Chair: _____

Signature: _____ Date: _____

Please submit this form, with all signatures, at least 30 days before the proposal defense.

Business Administration Department

THESIS ORAL DEFENSE AND DOCUMENT SUBMISSION PACKAGE

Before moving forward with the submission process, make sure you meet the eligibility requirements:

- I am registered in the MBA 5391-Thesis Writing class in the current semester.
- The *Committee Selection form* was submitted and approved by my Thesis Advisor and the department chair.
- My thesis is approved by the committee, Department Head, and the provost.
- I followed all university rules and procedures related to data collection.
- All revisions requested by my thesis advisor and committee when my oral defense was approved were made.
- My thesis follows the formatting in the thesis template and the guidelines described in my chosen style guide.
- My advisor agrees that I made all necessary changes and am ready to submit the final thesis for review.

Please consult your advisor if you are unsure if you meet the above requirements.

Business Administration Department
THESIS FINAL (ORAL) DEFENSE REPORT

Major/Concentration: Master of Business Administration in: (enter your concentration)

Student Name: _____ Date: _____

Student Email: _____

Date: _____ Time: _____ location: _____

Final Defense Result (completed by advisor and committee members):

Satisfactory Unsatisfactory

Remarks and Recommendations: _____

By signing, we, the committee, affirm that we have read the final thesis and agree that it is adequate in scope and quality as a thesis for this graduate degree. We approve the student's thesis document.

Advisor (Chair): _____

Signature: _____ Date: _____

Committee Member: _____

Signature: _____ Date: _____

Committee Member: _____

Signature: _____ Date: _____

Signatures below indicate approval of the above recommendation.

Department Chair's Signature: _____ Date _____

Provost's Signature: _____ Date _____

Business Administration Department
ADVISOR'S APPROVAL TO SUBMIT FINAL THESIS FOR
DEPARTMENT CHAIR REVIEW

Student Name: _____

Advisor's Name: _____

Below is a checklist of every item to be included in your submission packet. Incomplete packets will not be accepted. The student must submit All forms and documents electronically in a single email.

- Thesis in Word or PDF document
- Thesis Final Defense Form*
- Advisor's Approval to Submit Form*

This form will be used after the final defense is completed to signify all revisions suggested by the committee, the department chair and the provost have been made, and the advisor has reviewed the document.

By Signing, I certify:

- All revisions suggested by the committee during the final defense have been made.
- The advisor has reviewed the revised final thesis and grants approval for the student to submit it to the department chair for review.
- The final thesis conforms to the thesis template, the style manual specified above, and general grammar, syntax, and mechanics rules.
- The final thesis submission packet is complete as specified above

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____