

# Thesis Process for MHA Students

The following process should be followed by all students who plan for thesis.

## Forming a Thesis Committee

When your advisor and the program director approved your request to conduct the thesis for completion of the master's degree in health administration, you are required to submit a [Request for Thesis Committee form](#) for approval by the program's director at least three months before registering for HLAD 8111 Graduate Thesis.

A thesis committee is composed of three members of the GSU faculty: a Chair and two members. Only HLAD faculty members can serve as the committee chair. Two faculty members can serve as the members, among which, one has to be HLAD faculty and the other may be from other graduate program outside HLAD. Student may have more than 3 three members but not more than 4 members.

## Changes to the Committee

After the Request for Thesis Committee has been approved and filed, any changes to the committee formation should be made by submitting the [Request for Change of Thesis Committee](#)

## Preparing the Thesis

If a thesis request is approved, it must be the student's own work and must demonstrate a capacity for research and independent thought. A student writing a thesis should refer to the HLAD [Guidelines for the Preparation Of Graduate Theses](#).

## Thesis Acceptance and Approval

The following instructions outline the procedure for thesis acceptance and approval:

1. Submit a thesis proposal by supplying electronic copies (including IRB approval if applicable) to the Thesis Committee members for review and evaluation. A thesis proposal should not exceed 5 pages and should include a concise discussion of the following:
  - ✓ Thesis topic
  - ✓ Significance of the topic
  - ✓ Approach to the topic (methods)
  - ✓ Time frame for thesis activity
2. The Committee Chair informs the student orally once the proposal is approved. The student proceeds with the thesis. The student is encouraged to discuss with Committee members throughout the thesis though this is not required.

3. Submit the finished theses for Committee's approval and determine the defending date with the Committee Chair at least 2 months prior to the defending date.
4. Defense by presenting the thesis to the Committee and invited faculty and students.
5. Make needed adjustments, corrections and clarifications based on the input from the Committee.
6. Submit the revised final copy of the thesis along with the [MHA Thesis Approval Form](#) to the Committee Chair by the established deadline.