

STA6971 - Thesis Instructions  
Mathematics and Statistics  
University of West Florida

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If students take the Thesis Track in their journey in the Mathematical Sciences M.S. program. These are a few steps that students can follow to help navigate through the project:

1. Choose a thesis chairperson from the tenure-track faculty in the [Department of Mathematics and Statistics](#).
2. In consultation with the chairperson, students will identify a topic study.
3. Choose 2 additional committee members: one from the Department and one outside the Department.
4. Develop a research proposal in consultation of your Chairperson including, if applicable:
  - Brief literature review
  - Statement of problem / research
  - Data you would use
  - Methods you would use.
5. Schedule a proposal meeting with the committee members.
6. Submit IRB proposal, if needed.
7. Students should develop a manuscript draft in accordance with the [Thesis and Dissertation Guide](#) provided by the UWF Graduate School. Use the [L<sup>A</sup>T<sub>E</sub>X Template](#) via [Overleaf](#).
8. Submit a first draft of the manuscript to your chairperson. Follow the procedure recommended by the chairperson for cycling draft materials through the committee for revisions. Committee members will generally need about two weeks to read the paper and provide feedback prior to the final approval meeting.
9. When the committee agrees that the materials are satisfactory, the student should schedule a final approval meeting. Students should prepare a brief 15-20 minute presentation modeled after the manuscript. At this time, committee members will give the final approval. There may be corrections to your paper that arise at this meeting.
10. When all signatures are obtained from the committee members, Department Chair, and Dean Graduate School, submit your thesis to the graduate school. See [instructions](#).