

# Graduate Research Policies and Procedures

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## *Research Policies*

The New York State Education Department requires that all graduate degrees contain as one of their components “research or a comparable occupational or professional experience,” including “writing a thesis based on independent research or completing an appropriate special project.”

The State Education Department classifies master’s degrees as either “academic” or “professional” in nature. “Master of Science” degrees are classified as “academic” degrees requiring “contributions to knowledge of the subject matter rather than specific applications of knowledge to professional practices.” At Utica College, this would include the Master of Science degrees in Economic Crime Management, Education, and Physical Therapy.

The “Master of Science in Education” degree is classified as a “professional” degree which “must have as [its] primary purpose knowledge for application in professional practice.”

In keeping with the requirements of the New York State Department of Education, Utica College requires that all graduate students complete a thesis or research project.

Research at the graduate level requires the impartial gathering of information and the evaluation and interpretation of that information to reach objective conclusions or applications. “Academic” research for a “thesis” usually involves the creation of new knowledge or interpretations, while “applied research” for a professional “research project” focuses more on the practical appli-

cation of knowledge and theories. In either case, graduate research requires the objective gathering of information, analysis, interpretation, and judgement based on solid evidence. Research is *not* summarizing or repeating uncritically the ideas of others, unsubstantiated personal opinion, or paraphrasing or stringing together quotations from the works of others.

All research findings must be presented in written form in correct, standard English, with attributions and citations as appropriate to the discipline.

Each completed thesis or project must contain the following elements, although the format may vary. Research that has as its final form a product such as a computer program or CD-ROM must be accompanied by a written explanation containing this same information:

1. **Definition of Topic:** The student must present a clear, concise definition of the problem to be studied, including why it is important to study the topic.
2. **Review of Literature:** The purpose of this section is to familiarize the student with research on the proposed topic that has already been completed, including the methodologies that were employed. The review of literature will place the student's proposed work in the proper research context.
3. **Methodology:** In this section the student explains the plan to be used in gathering and assessing information. In a study relying upon quantitative research, this includes an explanation of what forms of data might be required, how such data are to be col-

lected, and any statistical methodologies or other research techniques that might be employed to analyze data.

4. **Description of Results:** A description of the results of the research including not only what information was gathered, but any difficulties encountered during the research and any problems that may have adversely effected the outcome of the research.
5. **Conclusions:** A presentation of the conclusions drawn from the research, weighing evidence and coming to a final judgment based on the evidence that has been accumulated. This section requires analysis and the support of conclusions with solid evidence. For computer programs, CD-ROM, or other “products,” this section would provide a rationale for the final form and content of the project.

At Utica College, individual graduate programs may have additional program-specific research requirements. Students must prepare their research proposals, and conduct their research, in accordance with the policies and procedures specified in this document and the guidelines of the program in which they are matriculated.

## Research Procedures

All graduate students are required to adhere to the following procedures:

1. **Research Committee:** Each graduate thesis/project requires a committee of three members including a chair from the department in which the student is matriculated and two additional members, of whom only one may be from the same program as the chair. All committee members must be approved by the director of the program in which the student is matriculated. The chair must be a full-time member of the Utica College faculty.
2. **Research Proposal:** Each student must submit a proposal and have it approved prior to beginning work on the thesis/project. Once the proposal is completed, it must be signed by all three members of the student's committee. Copies of the proposal must be submitted by the student to the Institutional Review Board when the research involves human subjects. Submission of a completed "Graduate Research Approval Form" constitutes approval to begin the thesis/project. Copies of the approved proposal must be submitted to the graduate dean's office and the director of the program in which the student is matriculated.
3. **Approval of Thesis/Project:** The student must make the completed thesis/project available to each committee member at least ten weeks prior to the anticipated date of graduation. Following receipt of the completed thesis/project, the committee may (a) accept the thesis/project as is, (b) accept the thesis/project conditionally with minor modifications requiring approval by the chair only, (c) accept the thesis/project conditionally with major modifications requiring approval by each of the committee members, or (d) reject the thesis/project. When the thesis/project is accepted, the student is responsible for submitting to the graduate dean's office no later than five weeks before the anticipated date of graduation two unbound copies of the text as provided for in the "Thesis/Project

Format Requirements" section of this publication and the *Graduate Catalog*. The thesis/project receives final approval when signed off on by the graduate dean's office.

## Continuous Enrollment

Students who have completed all of the course requirements for their graduate degree, except for the thesis or research project, must maintain continuous enrollment until their thesis or project has been approved. This can be accomplished by enrolling in UCC 997 and paying the appropriate tuition every semester until completion. The six year time limit for completion of the degree includes all time enrolled in UCC 997. Students will automatically be enrolled in 997, and billed accordingly, if not registered for a class by the third class session

## Forms

Required forms noted in this document are available at the Graduate Studies Web site, [www.utica.edu/gce](http://www.utica.edu/gce).

## Human Subjects

Federal regulations developed by the National Institute of Health require the protection of the rights of human subjects used in research of any kind. Utica College acknowledges its responsibility for protecting the rights and welfare of human subjects of research. The College's policies and procedures are consistent with the applicable federal regulations and apply to all activities which include research with human subjects and:

1. are sponsored by the College; or
2. are conducted by or under the direction of any employee, student, or agent of the College in connection with his or her institutional responsibilities; or
3. are conducted by or under the direction of any employee, student, or agent of the College using any property or facility of the College; or

4. involve the use of the College's non-public information.

Utica College policy states that no research with human subjects shall be conducted until the Institutional Review Board has approved the research protocol. Before such approval is granted, proper consideration shall be given to the risks to the subjects, the anticipated benefits to the subjects and others, the importance of the knowledge that may reasonably be expected to result, and the informed consent process to be employed.

Further information on the use of human subjects in research may be found in the Utica College publication "Policies and Procedures for Protecting Human Research Subjects" available in the office of the vice president for academic affairs. To obtain a copy call (315) 792-3122.

## Intellectual Honesty

The faculty at Utica College expects intellectual honesty from students in examinations, writing, and research. Intellectual honesty is necessary for the free exchange of ideas.

Plagiarism, a serious form of intellectual dishonesty, is defined as the use of ideas and phrases in the writings of others as one's own without crediting the source. Sources can include books, papers written by anyone else, editorials, opinions, reference articles, the Internet, or other media. Paraphrasing must be cited and credited. Credit must be given either internally in the text or in formal notes as appropriate to the discipline.

Cheating refers to both giving and receiving unauthorized assistance. Students who assist other students in acts of plagiarism and/or cheating, or who otherwise contribute to acts of intellectual dishonesty, such as providing a research paper, lab report, or other assignment for unauthorized use, are subject to the appropriate penalties.

Utica College faculty are authorized to assign the grade of "F for cheating" as a penalty for plagiarism. Students who receive an "F for cheating" as a penalty for dishonesty forfeit their right to with-

draw without penalty. (The phrase "for cheating" will be removed upon graduation at the student's request.) The vice president for academic affairs and dean of the faculty shall inform the student in writing of the professor's decision and the student's right to a hearing. Requests for a hearing should be made to the vice president for academic affairs and dean of the faculty.

## *Intellectual Property Rights*

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to the work of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and the right to determine the form, manner, and terms of publication and distribution. Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violation of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations may be grounds for sanctions against any member of the academic community.

## *Thesis/Project Format Requirements*

Theses and research projects prepared by Utica College graduate student are bound and kept in the Frank E. Gannett Memorial Library for the information and appropriate academic use of faculty, students, and other researchers. To ensure consistency and quality in presentation, students must adhere to the following requirements:

1. **Submission of Copies:** The student must submit two original, unbound copies of the final, approved version of the thesis or project. No corrections may be visible on the original copies.

2. **Paper:** Paper must be 8 1/2 by 11 inches and of white archival stock (a minimum 20-pound; 25% cotton content low acid, alkaline, or acid free).
3. **Format:**
  - a. Type must be a minimum of 12-point font (footnotes or endnotes may be a minimum of 9-point font).
  - b. Text must be double-spaced; footnotes or endnotes must be single-spaced.
  - c. Printing must be on one side of the paper only.
  - d. **Margins**
    - i. Justification must be left only.
    - ii. Margins must be 1 1/2 inch on the left and 1 inch on the top, right, and bottom.
  - e. **Pagination**
    - i. Pages preceding the body of the text must be numbered consecutively in lower case Roman numerals. The first numbered page is the contents page, Roman numeral v. Pages prior to that page are counted for numbering purposes but do not display a number.
    - ii. The body of the text must be numbered consecutively in Arabic numerals.
    - iii. Page numbers must appear centered on the bottom of the page.
  - f. Citations must conform to the standard approved for use by the discipline in which the student is enrolled. For information on the citation style, contact the director of the program in which you are enrolled.
  - g. Tables, graphs, charts, figures, photographs, and other illustrations must be clearly legible with good contrast and fit within the margins.
4. **Abstract:**
  - a. The abstract is a concise summary of the student's research. It should describe the purpose,

importance, results, and conclusions of the research. The abstract is to be written in a scholarly manner.

- b. The abstract must not exceed 350 words and one page in length.
  - c. The abstract must be double-spaced like the body of the text.
5. **Organization:**
    - a. Front Page Flyleaf (a clean, blank sheet of paper that is neither counted nor numbered).
    - b. Abstract (no more than one page, double-spaced).
    - c. Title Page (for format see the back of this page).
    - d. Copyright Notice ("Copyright by Student's Name, Year" centered on the page).
    - e. Table of Contents (this is page v and is the first page to display an actual number).
    - f. List of Illustrative Materials.
    - g. Preface (optional) or Acknowledgement.
    - h. Body of Text (this begins the Arabic numerals as page 1).
    - i. Appendix or Appendices.
    - j. Bibliography.
    - k. Index (optional).
    - l. Back Flyleaf (a clean, blank sheet of paper that is neither counted nor numbered).

*Questions should be referred to the Dean  
of Graduate Studies,  
telephone (315) 792-3001,  
fax (315) 792-3002,  
e-mail gradstudies@utica.edu,  
or by writing to:*

*Graduate Studies Office  
124 White Hall  
Utica College  
1600 Burrstone Road  
Utica, NY 13502*

*The following sample title page must be followed exactly for all theses and projects.*

TITLE IN CAPITAL LETTERS CENTERED ON PAGE.

by

Student's Full Name

A Thesis [or Research Project] Submitted to the Faculty of

Utica College

Date

In Partial Fulfillment of the Requirements for the Degree

Master of Science (or appropriate degree)