

## Departmental Paper: Procedures

The attached forms are provided as a guide for the departmental paper submitted by students as a requirement of their program of study. The title page- page 1- (see Sample 1) is followed by a clean, white sheet of paper which will be page 2. Page 3 (see Sample 2) will be the acceptance sheet which is to be signed by the faculty advisor recommending the paper for acceptance by the department, and the chairperson of the department. Accepted papers will be forwarded to the Office of Graduate Studies where the Assistant Vice President and Dean of Graduate Studies and Research will review and sign each paper as part of the acceptance process.

The student and the faculty advisor must complete the attached *Thesis or Departmental Paper Proposal Assurance of Compliance with University Research Requirements*. The necessary form for this purpose is attached and must be submitted with the departmental paper proposal. **In cases where a student's research requires the use of human or animal subjects, the student must seek appropriate approval(s).** For human subject research, the proposal must be submitted to the departmental Human Subjects Committee or the Institutional Review Board for approval. For research using animals, the proposal must be approved by the Institutional Animal Care and Use Committee. The appropriate application forms may be obtained from the Office of Research and Sponsored Programs, Centennial Hall, Rm. 212. It should be noted that a high degree of quality (both in terms of the research topic and the writing) is expected of all departmental papers. Individual instructors and departments will only approve papers that rise to this level of quality.

These papers will be kept in the department file and will be made available for periodic examinations by members of evaluating teams or other authorized persons.

**Thesis or Departmental Paper Proposal Assurance of Compliance  
with University Research Requirements**

Date: \_\_\_\_\_

Student ID # \_\_\_\_\_

\_\_\_\_\_ Student's Name (please print)

\_\_\_\_\_ Project Title

I have reviewed the thesis or departmental paper proposal submitted by the above-named student and have concluded that:

- The research topic and writing as expressed in this paper meet the quality levels suitable for graduate work.
- There is no human subject involvement and no human subject research is required.
- Human subject research review is required.
- There is no animal use involved and no animal use review is required.
- Animal use review is required.

\_\_\_\_\_ Project Advisor

\_\_\_\_\_ Department Chairperson

A completed copy of this form should be included with the departmental paper submitted to the Office of Graduate Studies.

**(Sample 1)**

**Title**  
(your paper's title)

**A**  
**Departmental Paper**

**Submitted in partial fulfillment of the requirements for**  
**The Degree of Master of \_\_\_\_\_**  
(your degree)

**Program in \_\_\_\_\_**  
**Department of \_\_\_\_\_**  
**Bloomsburg University College of \_\_\_\_\_**  
(Liberal Arts, Science & Technology, Education)

**By:**

\_\_\_\_\_  
(your name)

**Bloomsburg, Pennsylvania**

**2010**

**(Sample 2)**

This Departmental Paper submitted by \_\_\_\_\_ (student's name)  
is accepted by the Department of \_\_\_\_\_, Bloomsburg University  
of Pennsylvania, in partial fulfillment of the requirements for the degree of  
Master of \_\_\_\_\_.

Approved:

Project Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Vice President and Dean of Graduate Studies and Research:

\_\_\_\_\_ Date: \_\_\_\_\_