

INSTRUCTIONS FOR PREPARATION OF THESIS FORMS

Doctoral Dissertation Proposal Approval

The Proposal is an in-house requirement and does not require a written form.

Supervisory Committee Approval and Final Reading Approval

These forms are prepared by the student/candidate and taken to the oral defense.

1. Type names of committee members, final reader and department chair on the forms obtained from the Thesis Office, centering the names below the lines on the Supervisory Committee Approval form and above the titles on the Final Reading Approval form. Do not forget to type in your own name. Type all names in upper and lower case letters (i.e., do not use all capital letters) and do not add degrees after the names of faculty members.
2. Obtain original signatures in ink on each form. The signature of the Dean of The Graduate School will be given in the Thesis Office after the final manuscript is submitted and processed.
3. Dates on the forms (line to the left of each signature on the Supervisory Committee Approval form and line to the left of the final reader on the Final Reading Approval form, are to be signed in ink, not typewritten.
4. Forms will NOT be accepted with strike overs, correction fluid, etc.
5. After the signatures are obtained, and when the dissertation is ready to be submitted to the Thesis Office for formal approval, these forms are filed by the Thesis Office.

Statement of Thesis/Dissertation Approval

This statement replaces the above signature sheets in the electronic version of the thesis or dissertation. **No signatures are necessary.** The student as part of the typed manuscript prepares this statement. This form follows the copyright page.