

GUIDELINES FOR THE PREPARATION OF THE APPROVAL OF WRITTEN THESIS FORM

An official form must be used. This may be downloaded from the Thesis Office website. This is the **ONLY** form that will be accepted by the Thesis Office. Once the 'Approval of Written Thesis/Dissertation/Record of Study' form has been completed and signed by all committee members, the department head, or, if applicable, the intercollegiate faculty chair, make a copy for your records and submit the original to the Thesis Office. The thesis, dissertation or record of study must be submitted as a PDF file and uploaded to our Thesis/Dissertation electronic submission system.

Directions for Filling Out and Submitting the Form

- Type your name and select the correct degree name.
- Type the date of the defense, today's date, and the expected date of graduation (month and year). Note: date of graduation is either May, August, or December (not the month of your defense).
- Type your major subject exactly as listed in your official student records.
- Type the title of your thesis/dissertation/record of study.
- Type each signer's name below the signature line. If needed use the drop-down menu to specify a co-chair, special appointment, or internship supervisor.
- Type your Universal Identification Number and email address.
- Submit the signed page and a PDF file of your thesis, dissertation, or record of study to the Thesis Office for review and final clearance. There is a final day each semester for submittal. Check the Office of Graduate and Professional Studies calendar for the date.

Committee Signatures

This form should not be signed by your committee until you have passed your final defense and you have made all of the requested changes for your committee. The chair co-chair, all members of the advisory committee, the department head, or the intercollegiate faculty chair (if applicable), must sign on the appropriate lines on the 'Approval of Written Thesis' form. They must also indicate whether they approve or disapprove the written thesis/dissertation/record of study. Substitutes present at the defense **should not** sign this form.

While one Approval Form with all original signatures is preferred, we can accept multiple Approval Forms with faxed/scanned signatures for all signees except for the department head or chair of intercollegiate faculty. **At a minimum, the department head/intercollegiate faculty chair signature must be original.** In addition, if the head of the department is also a committee member, the department head must sign twice, once as a member and once as the head of the department.

For additional information regarding thesis submittal and review, consult the *Thesis Manual*.