Dissertation Procedures & Guidelines Manual:
A Guide from Candidacy to Dissertation
Defense and Graduation
for
Doctoral Candidates and Doctoral Faculty

2016
Revised September 2016
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NOTE TO READER

The checklists within this document are provided for your convenience. Please be sure to read this document in its entirety prior to completing each portion of the dissertation process.

All forms, as referenced throughout this document, are provided in the APPENDIX as well as on The Graduate School’s website at http://www.montclair.edu/graduate/current-students/doctoral-students/.

Any questions regarding this document should be directed to The Graduate School at docstudy@montclair.edu.
ADMISSION TO CANDIDACY

The procedure is as follows:

1. Upon completion of the appropriate qualifying assessment, the student and Doctoral Program Director complete FORM A – Notification of Completion of the Qualifying Assessment and Notification of Admission to Doctoral Candidacy and submit it to The Graduate School for approval.

2. Once FORM A has been approved and returned, the student has been admitted to candidacy and is eligible for registration in Dissertation Advisement.

3. The student should register for the appropriate Dissertation Advisement course, to be determined by his/her Chair and/or Doctoral Program Director, using Forms G/H – Dissertation Advisement or Advisement Extension Application, found at: https://gradschool.montclair.edu/gradweb/forms/dissertation.php
CREATING THE DISSERTATION COMMITTEE

The procedure is as follows:

The dissertation committee is composed of a minimum of 3 faculty members, including the dissertation chairperson.

☐ 1. Once admitted to candidacy, the student will select a dissertation chair as the first member. The chair must be a faculty member in the student’s program and must hold doctoral faculty status.

☐ 2. In consultation with the Chair, the student asks appropriate faculty to serve on his/her committee. Different programs have specific requirements for who must serve on the committee. Consult with your Doctoral Program Director regarding program specific guidelines.

☐ 3. The student will file for Dissertation Committee approval through The Graduate School by submitting FORM B - Approval of the Dissertation Committee. If outside committee members are being requested, Form C – Request for Approval of an Outside Dissertation Committee Member, must be submitted for each outside member, at the same time FORM B is submitted.

Note: An “Outside Dissertation Committee Member” is defined as any individual who does not hold full-time faculty status at Montclair State University.

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THE DISSERTATION PROPOSAL

The procedure is as follows:

1. Once the committee has been approved by The Graduate School, the student begins work on the dissertation proposal in collaboration with the approved Dissertation Chair and Dissertation Committee. It is recommended that the student adhere to the formatting guidelines set forth in this document from the start of his/her work in order to simplify the process.

2. Once the Dissertation Chair has indicated to the student that the dissertation proposal is ready for defense, the defense date will be scheduled by the Dissertation Chair.

3. When the student’s proposal has been approved by the Dissertation Committee, the student submits FORM D - Approval of the Dissertation Proposal, along with a copy of the proposal, to The Graduate School for approval.

4. FORM D - Approval of the Dissertation Proposal will be returned to the student, indicating whether the proposal has been approved.

5. Upon approval of FORM D, the student should file for IRB approval (if required for the student’s dissertation project). The Dissertation Chair may waive the requirement to wait until proposal is approved prior to filing for IRB approval.
DETAILS OF THE DISSERTATION PROPOSAL

After the doctoral student has been admitted to candidacy and selected his/her Dissertation Chair and Dissertation Committee, the student is eligible to begin to work on the dissertation proposal. The proposal could include:

- Statement of the problem/inquiry
- Justification of proposed research
- Relevant prior research
- Procedures and methods of research/inquiry
- Data sources, if relevant
- Projected findings
- Reference list

A formal defense of the proposal is required. The full Dissertation Committee must meet in-person with the student and discuss the proposal prior to its approval. Interactive communication, such as video or teleconferencing, may be substituted for an in-person meeting only for those committee members from outside the University, or if, under unusual circumstances, a committee member within the University is unable to attend in person. The committee, through a consensus process, approves, modifies or rejects the proposal.

Once the student has successfully defended the proposal and it has been approved by the Dissertation Committee, the student must complete “FORM D - Approval of the Dissertation Proposal” and submit it along with a copy of the proposal to The Graduate School for The Graduate Dean’s approval. If it is determined that the project will require IRB approval, the student should file for the approval following receipt of “FORM D - Approval of the Dissertation Proposal” from the Graduate Dean. The Dissertation Chair may waive the requirement to wait until proposal is approved prior to filing for IRB approval. If the Chair chooses to waive this requirement, he/she must notify The Graduate School in writing, prior to the student’s submission to IRB.

A dissertation defense may not occur in the same semester as the approval of the dissertation proposal. The student must have an approved dissertation proposal within three years of advancement to candidacy. If this condition is not met, the student’s matriculation status will be reviewed.
THE DISSERTATION - POLICIES

A dissertation pertaining to a significant topic in the major field is required of all doctoral students. The doctoral dissertation should be original, significant, and carried out independently. The dissertation must be a written work of original research, demonstrating the candidate’s comprehensive knowledge and mastery of theoretical, methodological, historical, and empirical issues relevant to the chosen research topic. Once a student has advanced to candidacy, the dissertation may be formally begun and the committee formed.

Statement of Responsibility

Students are responsible for following the requirements set forth in this dissertation guide and any additional guidelines established by their department or program. (To determine if the program has additional or special guidelines, students should contact their dissertation chair or Doctoral Program Director.) It is the student’s responsibility to locate appropriate materials, perform the necessary research, develop conclusions, and present all of the above in a form, which meet standards acceptable to the discipline.

Plagiarism

Plagiarism in any form is unacceptable and will result in serious disciplinary action including loss of matriculation. If detected after graduation, the student’s degree may be rescinded. Students must act ethically in all aspects of the dissertation process. Students are expected to know, understand and follow the policies and procedures as outlined in the students’ Rights and Responsibilities section of the Student Handbook as well as other University policies.

Subject content and appropriate supervision of all aspects of the dissertation process is the responsibility of the Dissertation Chair and committee. The Graduate School will approve the dissertation only if discipline appropriate style, form, and content standards are maintained.

For Research Involving Human or Animal Subjects

Once the student’s dissertation proposal is approved by the dissertation committee, the candidate must receive approval from the Institutional Review Board (IRB) before conducting research that involves human or animal subjects and before submitting the dissertation to The Graduate School for final approval. Research involving human participants requires the filing of an Application for Approval for Use of Human Participants in Research. A student may not commence work on the dissertation without IRB approval. The form for submission of the proposal to the IRB is available from the Office of Research and Sponsored Program or can be downloaded from their website at http://www.montclair.edu/ORSP/irb/. Please note the dates of the IRB meeting in order to plan the submission of the proposal.
THE DISSERTATION – CREATION OF THE DOCUMENT

Style Manuals

Style, footnotes, citations, and bibliographical form of the dissertation should conform to the conventions prescribed by a standard style manual appropriate to the student’s major field. Students should follow the style manual indicated by the doctoral program:

- Environmental Management: To be determined through collaboration with your doctoral program director.
- Pedagogy and Philosophy: To be determined through collaboration with your doctoral program director.

Paper

All paper used for bound copies of dissertations should be white 8½” x 11,” 20- to 24-pound, watermarked bond paper with a minimum of 25% rag or cotton content. Acid-free paper is preferred because of its resistance to the effects of aging.

Print and Copy Quality

The dissertation may be printed using any high-quality printer available today, including laser, “near-letter-quality” or dot-matrix (24-pin). It may be typed on a typewriter. Whatever is used must produce consistently black letters and consistent margins. Sufficient darkness is also necessary for any supporting materials, such as computer printouts, drawings, pictures, etc., -- either as originals or as copies -- that you may be appended or inserted in the manuscript. The dissertation will be published by UMI in microform which requires clear, high-contrast characters and images. As a guide to the quality that will be obtained by the microfilming process, it is suggested that a photocopy of a sample page at 75% reduction be made by the student to evaluate the readability and clarity of the print.
**Typeface**

The Graduate School and UMI prefer 12 point type using Times Roman font. This provides high readability.

**Spacing**

The text in the manuscript should be double-spaced. The right margin of the text should not be justified, but kept left- aligned, also known as ragged right, like the text in this guide.

**Margins**

To assure proper binding and microfilming, to avert binding breakage and for ease of reading, the following margins should be used throughout the entire document:

- Top margin, 1-1/2 inches
- Right margin, 1 inch
- Bottom margin, 1 inch
- Left margin, 1-1/2 inches

The bottom margin must be maintained on all pages, including the appendices. Tables, maps, charts, and illustrations should fall within such margins.

**Pagination**

All pages from the title page to the first page of the body of the dissertation are prefatory; therefore, they must receive lowercase Roman numeral pagination (i, ii, iii). The title page is counted as page one, the copyright page as page two and the signature page as page three, but numbers do not appear on them. Lowercase Roman numerals (iv, v, vi, etc.) are used for all subsequent pages up to the first page of the text (page 1 of Chapter I) and should be placed three quarters of an inch from the bottom edge of the paper, centered between the margins. (Note that in all cases, text which is centered between the margins is not centered on the page itself (because of the 1 1/2-inch left margin).

Beginning with page 1 of Chapter I, Arabic numerals are used and are continuous through the last page including all appendices. These Arabic page numbers for the text should be placed in the upper right-hand corner, not less than 1/2 inches from the upper edge and directly on the established right margin.
**Dissertation Order**

The dissertation should be submitted to The Graduate School in the order outlined below, **or it will not be approved.**

Items 1 – 11 receive lower case Roman numeral pagination centered on bottom of page (iv, v, etc.) as noted above.

1. Title Page (required, no page number appears)
2. Copyright Page (required, no page number appears)
3. Dissertation Approval Form (Signature Page*) (required, no page number appears)
4. Abstract (required)
5. Acknowledgement (optional)
6. Dedication (optional)
7. Table of Contents (required)
8. List of Tables (as appropriate)
9. List of Figures (as appropriate)
10. List of Symbols/Abbreviations (as appropriate)
11. Preface (optional)

*Must be signed by all member of the committee and Dean of The Graduate School*

Items 12 - 14 receive Arabic numeral pagination on upper right-hand corner of page as noted above.

12. Text (body of dissertation) (required)
13. References (required)
14. Appendices (as appropriate)
15. Blank Cover Sheet (required)
JUDGMENT AND FEELING IN THE ANESTHETIC
THEORY OF BERNARD BOSANQUET

A DISSERTATION

Submitted to the Faculty of
Montclair State University in partial fulfillment
of the requirements
for the degree of Doctor of Philosophy

by
JOHN P. SMITH
Montclair State University
Upper Montclair, NJ
2014

Dissertation Chair: Dr. Robert F. Jones
(Sample Dissertation Approval Form/Signature Page)

MONTCLAIR STATE UNIVERSITY

THE GRADUATE SCHOOL

DISSERTATION APPROVAL

We hereby approve the Dissertation

JUDGMENT AND FEELING IN THE ANESTHETIC

THEORY OF BERNARD BOSANQUET

of

John P. Smith

Candidate for the Degree:

Doctor of Philosophy

Dissertation Committee:

Department of Philosophy

Certified by:

__________________________  ______________________
Dr. Robert F. Jones        Dissertation Chair

__________________________  __________________________________
Dr. Joan C. Ficke
Dean of The Graduate School

__________________________  __________________________________
Dr. Jane Lopez

__________________________  ______________________
Date                        Dr. Ryan Andrews

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ABSTRACT

JUDGMENT AND FEELING IN THE ANESTHETIC

THEORY OF BERNARD BOSANQUET

by John P. Smith

This is the abstract for my dissertation. It is double-spaced and does not exceed 350 words. If it exceeds 350 words, the abstract will be shortened when sent for publication. It should be written in accordance with the writing style manual for my discipline. This is the first page of my dissertation that has a page number, as seen below.
WHEN THE STUDENT IS READY TO DEFEND THE DISSERTATION

The procedure is as follows:

☐ 1. Once the Dissertation Chair has indicated to the student that the dissertation is ready for defense, using the Dissertation Defense and Submission Deadlines chart (below), the student consults with the Dissertation Chair and members of the Dissertation Committee to select a date for the dissertation defense.

☐ 2. The student and Dissertation Chair review the dissertation for compliance with formatting guidelines, as set forth in this document.

☐ 3. The student submits “FORM E - Application for Dissertation Defense Date” to The Graduate School, indicating the date of defense. The form must be accompanied by one hard copy of the student’s dissertation. Prior to submitting the form, the student must provide each committee member with a hard copy (unless otherwise requested by the committee member) of his/her dissertation.

☐ 4. If the Dean of The Graduate School agrees that the student is ready for the defense, the date is confirmed and the dissertation defense is scheduled by the student, Chair and/or Doctoral Program Director. The Chair must notify The Graduate School of the location of the defense as soon as it is confirmed.

<table>
<thead>
<tr>
<th>Request for Dissertation Defense</th>
<th>Dissertation Defense Date</th>
<th>Final Submission via e-mail of Dissertation to The Graduate School for approval (no later than 4 weeks from degree conferral)</th>
<th>Electronic Submission of APPROVED document to <a href="http://www.etdadmin.edu">www.etdadmin.edu</a> (Please see page 21 of this document for instructions)</th>
<th>Degree Conferral</th>
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<tr>
<td>March 1</td>
<td>April 1</td>
<td>April 19</td>
<td>May 13</td>
<td>May</td>
</tr>
<tr>
<td>May 1</td>
<td>Only by approval of dissertation chair</td>
<td>July 28</td>
<td>August 18</td>
<td>August</td>
</tr>
<tr>
<td>November 1</td>
<td>December 1</td>
<td>December 20</td>
<td>January 13</td>
<td>January</td>
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</table>
AT THE DISSERTATION DEFENSE

The procedure is as follows:

☐ 1. Attendance by the candidate and all members of the dissertation committee is required.

☐ 2. The Doctoral Program Director, an impartial departmental representative, or a representative from The Graduate School (Dean or Associate Dean) must attend the defense. The Committee Chair brings FORM F - Report of Dissertation Defense to the defense.

☐ 3. There are three possible outcomes which are determined by the committee. The outcomes are:
   - Pass – no substantive revisions
   - Pass with Conditions – substantive revisions
   - Fail – second defense required

The outcome must be indicated on FORM F - Report of Dissertation Defense, signed by all of the committee members and returned to The Graduate School for final approval by the Graduate Dean within 24 hours of the defense.
SUBMISSION OF THE FINAL MANUSCRIPT

The procedure is as follows:

☐ 1. Once all necessary content changes are made to the dissertation, and the Dissertation Chair approves of the document, the final dissertation document is submitted as a Word document to The Graduate School at docstudy@montclair.edu.

☐ 2. After approval from The Graduate School, the Dissertation Approval Form/Signature Page(s) is/are printed on the appropriate paper and circulated to all dissertation committee members, then submitted to The Graduate School for the Dean’s signature.

☐ 3. Once the final document and the hard copy of the Dissertation Approval Form/Signature Page have been appropriately submitted and approved, The Graduate School will create the final electronic copy of the dissertation for submission to University Microfilms International (UMI) and printing.

☐ 4. Once the student has received the final, approved electronic copy of the dissertation, he/she must follow the instructions in this document to submit the file to UMI. The UMI submission fee of $65 will be collected at this time.

☐ 5. Using the file supplied by The Graduate School, the student prints dissertation(s) on the appropriate paper. One copy is required for Sprague Library, any additional copies submitted will be bound and returned to the student for personal use.

☐ 6. The student will submit appropriate fees to The Graduate School, as outlined in this Manual, along with the hard copy dissertation(s).

☐ 7. Complete the Survey of Earned Doctorates as described in this Manual.

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SUBMITTING THE FINAL MANUSCRIPT - DETAILS

Signature Page

Following a successful defense, the student makes any changes required by the Dissertation Committee, and then collects the signatures of each committee member on the signature page(s). Please see page 22 of this document for a sample of the signature page. The formatting of this page must be approved by The Graduate School BEFORE the student acquires the committee members’ signatures. In order to obtain approval, the student must e-mail the formatted signature page to The Graduate School at docstudy@montclair.edu.

The approved signature page should be printed on 20- to 24-pound, white, watermarked bond paper with a minimum of 25% rag or cotton content, acid free paper is preferred (this will be the same paper that the student will use to print the final copy/copies of the dissertation for binding). One original signature page is to be included in each copy of the dissertation that will be bound. Once the signature pages are circulated within the committee, it should be submitted to The Graduate School for the Graduate Dean’s signature.

Final Review Checklist Prior to Submission

Before submitting your Dissertation for final review by The Graduate School, the student should review the following checklist with their chair:

☐ Have I made all necessary changes as indicated by my committee after my defense?
☐ Has my Chair approved this document as my final copy?
☐ Have I spell-checked the document?
☐ Have I spot checked the Table of Contents with the actual content of the document?
☐ Does the Table of Contents look clean and professional?
☐ Does the Abstract adhere to my style manual?
☐ Are the margins 1.5” on the top and left, 1” on the bottom and right throughout the ENTIRE document?
☐ Are all figures, tables, or images contained within the margins?
☐ Is there a blank cover page at the end of the document?
☐ Is all font Times New Roman, size 12, unless otherwise indicated in my style manual?
☐ Is the content of the document appropriately and consistently justified (i.e. left justified for the majority of the text, centered for headers as indicated by my style manual, etc.)?
☐ Have all blank pages and/or extraneous spacing been removed from my document?
☐ Are heading styles consistent throughout the document?
☐ Have I adhered to the style manual of my discipline?
☐ Are my references punctuated and spaced correctly?

If you have answered “NO” to any of these questions, please revise your document as necessary. If the document is submitted with any of the basic issues listed above, it will be returned to you for revision.
Dissertation Submission

A. Electronic Submission to The Graduate School

The dissertation with all required content and format revisions must be submitted as a Word document to The Graduate School at docstudy@montclair.edu in accordance with the dates outlined in the Dissertation Defense and Submission Deadlines chart on page 16 of this document. In the case that the document does not meet formatting guidelines, the document will be returned to the student for editing.

B. Electronic Submission to UMI

The electronic submission will also serve as the text that is published by University Microfilms International (UMI). All candidates for doctoral degrees at Montclair State University are required to publish their dissertations through UMI Ann Arbor, Michigan. Publication brings the manuscript to the attention of other researchers through various printed references and through the online search facility, Dissertation Abstracts Online. Publication through UMI allows other researchers to order copies of the dissertation.

The dissertation must be approved by The Graduate School BEFORE the student submits it electronically to UMI. The student will be responsible for submission of the dissertation to UMI once it has received final approval from The Graduate School.

C. Library Copy

Students are required to submit a copy on 20- to 24-pound, white, watermarked bond paper with a minimum of 25% rag or cotton content for Sprague Library. This copy must include the signature page with original signatures from each committee member.

D. Personal Copies

Students may opt to have personal copies of their dissertation bound. All copies of the final approved dissertation submitted for binding must be prepared on paper as identified in the formatting section of these guidelines. All copies of the dissertation must be printed from a computer printer; no photocopies will be accepted. These copies must include a signature page with original signatures from each committee member. After payment has been made by the student, Sprague Library will have all copies of the dissertation bound. All fees required to be paid by the student are listed in the “Fees” section. Personal copies will be ready for pick-up from the Library approximately 6 months from the date of degree conferral. The Graduate School will contact you directly when your copies are available.
Fees

The following fees are required at the time the final dissertation is submitted:

| Graduate School (required) | $100 | Student must submit a Dissertation Filing fee.  
*Check made payable to “Montclair State University.” |
|---------------------------|------|----------------------------------|
| Library Copy (required)   | $35  | Student must submit one copy on bond paper for Sprague Library.  
*Check made payable to “Sprague Library-MSU.” |
| UMI Submission Fee (required) | $65  | Student will be charged a UMI submission fee by UMI when the dissertation is submitted electronically. This fee may be paid on-line, via credit card directly to UMI. |
| Personal Copies (optional) | $35/copy | This fee covers binding for each personal copy the student wishes to have bound. The cost of personal copies should be added to the Library-copy fee.  
*Check made payable to “Sprague Library-MSU.” |

In Summary

Submit the following:

☑ One copy of the dissertation for Sprague Library
☑ Personal copies students wish to have bound (optional)
☑ One signature page with original signatures from each committee member
☑ Fees
☑ When appropriate, copies of letters of permission for the reproduction of copyrighted material
A note about University Microfilms International (UMI)/Proquest

In order for a dissertation to be useful to other researchers, it must be easy to locate. UMI’s services allow researchers to conduct a computer search using the complete text of an abstract, the title of a dissertation or a few “keywords” – significant words that don’t appear in either the title or abstract. When submitting a dissertation to UMI, a student will also be asked to select one broad subject category which most clearly describes the general content of the dissertation as well as the selection of keywords. It is recommended that students consult with a librarian at Sprague Library for help in identifying the appropriate categories and keywords.

DEAR STUDENT:

UMI’s most pertinent requirements have been covered in this handbook, but a few are worth repeating:

1. All type must be dark and clear, and illustrative materials must have sufficient contrast in black and white. Everything must be within the prescribed margins in order to be microfilmed properly.

2. Your abstract must be no more than 350 words or it will be shortened by UMI’s editors.

3. You must obtain permission letters which must be submitted to The Graduate School, for any previously copyrighted material you used in your dissertation that is beyond “fair use.”

UMI requires your dissertation to be submitted as ONE document. The Graduate School requires the inclusion of an original signature page. In order to facilitate this process, The Graduate School has implemented the process outlined in Step 1 – Step 3.

Step 1: You will need to acquire The Graduate School Dean’s signature on your signature page(s). Once you obtain the signatures from your committee members, submit THE ORIGINAL signature page(s) to The Graduate School. Once the Dean of The Graduate School signs the signature page(s), we will scan one and return it/them to you.

Step 2: Please e-mail the final version of your manuscript as a Word document to docstudy@montclair.edu.

Step 3: The Graduate School will add the signed signature page to your document and return it to you electronically.

Once you receive the merged document from The Graduate School, you may proceed with the electronic submission process beginning with Step 4.

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Step 4: Go to www.etdadmin.com/montclair

Step 5: Create an account.

Step 6: Click on the MY ETD tab.

Step 7: Please make sure your dissertation is one electronic file.

***STEPS 8-11 ARE COMPLETED FOR YOU BY THE GRADUATE SCHOOL***

***YOU MAY SKIP TO STEP 12***

Step 8: Before your dissertation or thesis can be published, your PDF must have all fonts embedded.

**To embed your fonts in Microsoft Word 2010:**

1. Open your file. (This file should have been created using a TrueType font. Recommended fonts include Times-Roman and Helvetica.)

2. Click the File tab in the upper left corner of Microsoft Word.

3. Click the Options button, which can be found toward the bottom of the list.

4. Choose Save from the left sidebar.

5. Check the box next to Embed fonts in the file.

6. Click the OK button.

7. Save the document.

**To embed your fonts in Microsoft Word 2007:**

1. Open your file. (This file should have been created using a TrueType font. Recommended fonts include Times-Roman and Helvetica.)

2. Click the circular Office button in the upper left corner of Microsoft Word.

3. A new window will display. In the bottom right corner is a button, Word Options. Click the Word Options button.

4. Choose Save from the left sidebar.

5. Check the box next to Embed fonts in the file.

6. Click the OK button.

7. Save the document.
To embed your fonts in earlier versions of Microsoft Word:

1. Open your file. (This file should have been created using a TrueType font. Recommended fonts include Times-Roman and Helvetica.)

2. On the Tools menu, choose Options.

3. Click the Save tab.

4. Select the Embed TrueType fonts check box.

5. Save the document.

To embed your fonts using Microsoft Word on a Mac:

- Currently, Microsoft Word for Mac does not have a feature that allows for embedding fonts. You might consider using OpenOffice software (http://www.openoffice.org/) (which embeds fonts automatically while converting to PDF) or using a PC to embed fonts in your manuscript.

Step 9: After you embed your fonts, your PDF must also have all security restrictions removed. Please use the PDF Conversion Tool to convert your document to a PDF. When you create your PDF using the PDF conversion tool, the security settings will automatically be taken care of.

You may access PDF Conversion Tool by clicking the “My ETD” tab in the top navigation bar, then the “Submit by ETD” tab, then the “Instructions” tab in the left navigation bar, then the link to the PDF Conversion Tool. Then, click the “Browse” button and locate your file. Once you get a message saying that your file was successfully uploaded, click the “Convert File” button. You should receive another message that says that your file has been submitted for conversion and that you will receive an e-mail when the conversion is complete and your PDF is available.

Step 10: When your PDF has been converted, you will receive a message letting you know that your PDF is ready to be downloaded.

Step 11: Cut and paste the link from the e-mail into a browser.

Step 12: Check your document and then save it.

Step 13: Go to www.etdadmin.com/montclair.

Step 14: Click on the “My ETD” tab in the top navigation bar, then the “Submit by ETD” tab, then the “Publishing Options” tab in the left navigation bar.

Step 15: Select the publishing options of your choice. Then, click the “Save and Continue” button.
Step 16: Please read the ProQuest/UMI Traditional Publishing Agreement and then click the “Accept” button at the bottom of the page. (Please note: To publish your dissertation/thesis with ProQuest/UMI, you must review and accept the ProQuest/UMI agreement.)

Step 17: Please enter your contact information. Then, click the “Save and Continue” button.

Step 18: Please complete the Dissertation/Thesis Details. Please note: There are no special characters allowed in the Title since this information is used for archiving. Therefore, symbols, such as “β” and “π” need to be spelled out as beta and pi.

You may copy and paste the abstract from your thesis or dissertation into the field marked “Abstract.” Please note: Special characters need to be formatted in a specific way. Please click on the “formatting hints” link for detailed instructions.

Once you’ve completed the Dissertation/Thesis Details, click the “Save and Continue” button.

Step 19: If you followed Steps 4-6, you may upload the PDF you saved in Step 9 by clicking the “Browse” button and locate your file. THIS IS THE FILE THAT IS BEING UPLOADED TO THE GRADUATE SCHOOL ADMINISTRATOR. You will get a message saying that your file was successfully uploaded. You will also see a View PDF link that will allow you to view your manuscript. Then, click the “Save and Continue” button.

Step 20: The Supplemental Files page is optional and only for those who have media, such as audio files, video files or over-sized charts. MOST STUDENTS WILL SKIP THIS STEP simply by clicking the “Save and Continue” button.

Step 21: If you would like to send The Graduate School administrator a message, you may do so by entering it on the Notes to Administrator page. You may also choose to skip this step. When you are ready to move to the next step, please click the “Save and Continue” button.

Step 22: Please read the Register U.S. Copyright page and complete Questions 1 and 2. Then, click the “Save and Continue” button.

Step 23: If you are interested in ordering copies of your thesis or dissertation from UMI/Proquest (instead of through The Graduate School, see p. 20), you must complete the Order Copies form at this point in the process. If you skip this step and decide later that you are interested in purchasing copies of your thesis or dissertation, you will have to order them over the phone.

If you are interested in ordering copies of your thesis or dissertation, please click the “Calculate Subtotal Button.” If you would like to make changes to your order, you may do so and then click the “Calculate Subtotal Button” again. If you are satisfied with your order, please click the “Continue with Order” button. Once you click the “Continue with Order” button, you will be asked to confirm your ship-to address. Once you’ve confirmed your shipping address, please click the “Save and Continue” button.
If you are not interested in purchasing copies of your thesis or dissertation, click the “Decline – Do not order” button. (Please note: You will still be charged a $55.00 copyright registration fee, which will appear on your Order Summary.)

NOTE: The Graduate School does not stand behind copies produced by UMI/Proquest. We recommend students use our process, as described in section D, “Personal Copies,” on page 20 of this document.

Step 24: The Submit and Pay page is your last chance to make any revisions to your thesis or dissertation or changes to your order for copies. Once you click the “Continue with submission” button, your dissertation will be sent to The Graduate School and you will be unable to make any further revisions to your submission without obtaining permissions from The Graduate School. If you are satisfied with your document and your order and are prepared to submit the final version of your thesis or dissertation, please click the “Continue with submission” button.

Step 25: Please note: You will still be charged a $55.00 copyright registration fee, which will appear on your Order Summary. This fee will be assessed regardless of whether or not your order copies of your thesis or dissertation.

Step 26: You will be given the opportunity to enter your credit card information and then click the “Submit Dissertation/Thesis & Pay” button.

If, at any time during this process, you have any questions, please do not hesitate to contact The Graduate School at (973) 655-5147 or docstudy@montclair.edu.

Survey of Earned Doctorates

After you complete the electronic submission process, you will be required to complete the Survey of Earned Doctorates. The Survey of Earned Doctorates is the definitive source of information on the nation’s new research doctorates. Sponsored by the National Science Foundation and five other Federal agencies and conducted by NORC, the SED is critical to understanding in what specialty areas doctorates are earned and the post-graduation employment plans of those who completed the doctoral degree. Results are used by government as well as academic institutions to make decisions about funding for graduate education, developing new programs and supporting existing ones. The survey can be accessed through the following site: https://sed-ncses.org/. If you have any questions about the survey or if you have any difficulty with the site, please contact NORC at 4800-sed@norc.uchicago.edu or (800) 248-8649. Upon completion of the survey, you must notify The Graduate School, in writing, that you have completed this requirement.
COMPLETION OF THE DOCTORAL DEGREE

The procedure is as follows:

☐ 1. Once all requirements are completed, The Graduate School will clear the candidate for graduation through the Registrar’s office.

☐ 2. All students with degree conferral dates within the recent academic year (August through May) will be contacted during the Spring semester regarding intentions to attend Commencement and/or Convocation in May. Students must respond to The Graduate School by the prescribed dates in order to be eligible for participation in either ceremony.

☐ 3. If the student chooses to attend either ceremony, appropriate regalia must be ordered.
COMPLETION OF THE DOCTORAL DEGREE - DETAILS

Commencement and Convocation

Students who have completed all requirements of the doctoral degree, including the successful defense and submission of the dissertation prior to dissertation filing deadlines listed above, will be invited to attend the appropriate May Graduate School Convocation and University Commencement ceremonies. Students must respond to the Graduate School if they intend to attend either one, or both, of these activities. That is the only way to insure that the student will be called by name at the ceremonies.

Doctoral Regalia

Doctoral students who wish to attend Commencement and/or Convocation will be required to wear appropriate academic regalia. Information regarding the purchase or rental of regalia will be provided by The Graduate School during the Spring semester of each year. Both the purchase and rental of regalia are partially facilitated by The Graduate School. Regalia can be purchased or rented directly through Oak Hall. Deadlines for ordering must be strictly adhered to in order to participate in Commencement and/or Convocation. All details regarding these processes will be provided to students by The Graduate School.
APPENDIX
FORM A

THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
NOTIFICATION OF COMPLETION OF THE QUALIFYING ASSESSMENT
AND
NOTIFICATION OF ADMISSION TO DOCTORAL CANDIDACY

Return the completed form, with all signatures, to:
The Graduate School, Montclair State University, College Hall 203, Montclair, NJ 07043

Student Name: ____________________________________________ CWID #: __ __ __ - __ __ - __ __

Address: __________________________________________________ Date: _____________________________

Program: ____________________________________________

I. COMPLETION OF QUALIFYING ASSESSMENT

  ☐ Attempt Number 1  ☐ Attempt Number 2

(Please attach a copy of the qualifying assessment or a detailed summary of the assessment to this form.)

II. ADMISSION TO DOCTORAL CANDIDACY

   Doctoral Program Director: Please review the eligibility requirements for advancement to doctoral candidacy, make
one of the following determinations.

To be eligible for admission to candidacy for a doctoral degree, student must have:
1. A cumulative grade point average equal to or greater than 3.0 in the doctoral program courses;
2. No more than six (6) semester hours of coursework graded at the C-level and no failing grades; and

☐ I certify that this doctoral student has satisfied all the requirements for admission to doctoral candidacy.

Qualifying Exam Completed: ___________________         ___________________
Month                                      Year

_______________________________________________
Doctoral Program Director

_______________________________________________
Signature

Date

The Graduate School’s Use Only

☐ Approved  ☐ Denied (Comments: ____________________________________________________________)

Qualifying Examination Passed: ___________________         ___________________
Month                                      Year

Admitted to Doctoral Candidacy: ___________________         ___________________
Month                                      Year

_______________________________________________
Signature, Dean of The Graduate School or Designee

Date

Distribution: The Graduate School, Doctoral Program Director, Registrar’s Office, Student

Rev. 10/29/14
THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
APPROVAL OF THE DISSERTATION COMMITTEE
Return the completed form, with all signatures, to:
The Graduate School, Montclair State University, College Hall 203, Montclair, NJ 07043

Student Name: ________________________________________________   CWID #: __________ - ______

Address: ______________________________________________________   Date: ______________________

Program: ______________________________________________________

Instructions to doctoral student: Please identify below the members of the Dissertation Committee and obtain their consent to serve.

Working Dissertation Topic: ____________________________________________

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Signature</th>
<th>Date</th>
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</tr>
<tr>
<td>Chair of Committee</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

Doctoral Program Director: Please review this Dissertation Committee request, make one of the following determinations and forward this form to The Graduate School.

☐ I recommend the dissertation committee membership as outlined above.

☐ The dissertation committee is **not** recommended for the following reason(s):
  ☐ A minimum of three committee members has not been identified.
  ☐ More than one committee member has been selected from outside the student’s discipline.
  ☐ Committee members have been identified from outside Montclair State University without the approval of the Dean of The Graduate School.

Signature, Doctoral Program Director          Date

The Graduate School's Use Only

The Dissertation Committee is: ☐ Approved  ☐ Denied (Comments: ____________________________________________)

Signature, Dean of The Graduate School or Designee          Date

Distribution: The Graduate School, Dissertation Chair, Doctoral Program Director, Student

Rev. 10/29/14
FORM C

THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
REQUEST FOR APPROVAL OF OUTSIDE DISSERTATION COMMITTEE MEMBER

Return the completed form, with all signatures, to:
The Graduate School, Montclair State University, College Hall 203, Montclair, NJ 07043

Student Name: __________________________________________ CWID #: _______ - _______ - _______

Address: __________________________________________ Date:____________________________

_________________________________________ Program: ____________________________

Name of Dissertation Chair: ____________________________________________________________

Instructions to Outside Faculty Member: Please print and sign your name, date the form and provide a copy of your current curriculum vitae.

Committee Member, (Please print name) ____________________________ Permanent E-mail address

Signature, Proposed Committee Member ___________________________________________ Date

Doctoral Program Director: Please review this request for an outside Dissertation Committee member, make the following determinations and forward this form to the Dean of your college.

☐ I recommend the Dissertation Committee membership as outlined above.

☐ I support the membership of this applicant from outside the degree-granting department as part of this committee. (See attached CV)

  Name of outside department: __________________________________________________________

☐ I support the membership of this applicant from outside the Montclair State University community as part of this committee (See attached CV.)

☐ I do not recommend the Dissertation Committee membership as outlined above.

  (Comments: __________________________________________________________________________)

Signature, Doctoral Program Director ___________________________________________ Date

Signature, College Dean ___________________________________________ Date

The Graduate School’s Use Only

The Dissertation Committee member is: ☐ Approved ☐ Denied

(Comments: _________________________________________________________________)

Signature, Dean of The Graduate School or Designee ___________________________________________ Date

Distribution: The Graduate School, Doctoral Program Director, Dissertation Chair, Student
FORM D
THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
APPROVAL OF THE DISSERTATION PROPOSAL
Return the completed form, with all signatures, to:
The Graduate School, Montclair State University, College Hall 203, Montclair, NJ 07043

| Student Name: _____________________________ | CWID #: __ __ - __ __ - __ __ |
| Address: __________________________________________ | Date: __________________________ |
| __________________________________________ | Program: ____________________ |

**Instructions to doctoral students:** Once the dissertation committee has reviewed your dissertation proposal and *it has been accepted*, this form must be signed by all committee members and the Doctoral Program Director and forwarded along with the final proposal to The Graduate School.

Dissertation Title: ____________________________________________

Date proposal accepted: __________________________

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Signature</th>
<th>Date</th>
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<td>Committee Member</td>
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<td>Committee Member</td>
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<tr>
<td>Committee Member</td>
<td>Signature</td>
<td>Date</td>
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<tr>
<td>Chair</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Doctoral Program Director</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

**IRB approval required:** ✓ **IRB approval not required:** ☐

---

**The Graduate School’s Use Only**

- ☐ The attached dissertation proposal is approved. __________________________ __________________________
- ☐ The attached dissertation proposal is not approved. The Dissertation Committee is asked to reconvene and reconsider the proposal for the following reasons:

________________________

Signature, Dean of The Graduate School or Designee __________________________ Date

Distribution: The Graduate School, Doctoral Program Director, Dissertation Chair, Student
Student Name: __________________________ CWID #: ___-___-_____

Address: __________________________________________ Date: ________________

________________________________________ Program: __________________

**Instructions to doctoral students:** An oral defense of the dissertation is required of all doctoral students. By completing this form and with the approval of all members of your committee and the Doctoral Program Director, you are eligible to defend your dissertation. This form must be accompanied by one hard copy of your dissertation for The Graduate School. You must provide hard copies to each member of your committee, for their use as they prepare for the defense, prior to submitting this form.

Dissertation Title:

______________________________________________________________________________

______________________________________________________________________________

Please indicate the proposed defense date. All committee members must agree to the following date and time:

**Date of Dissertation Defense:** ____________ **Time of Dissertation Defense:** ____________

**Outside Observer of Defense:** ____________________________

(name of Doctoral Program Director or designated observer, if required by dept.)

Committee Member

Signature

Date

Committee Member

Signature

Date

Committee Member

Signature

Date

Committee Member

Signature

Date

Committee Member

Signature

Date

Chair of Committee

Signature

Date

Doctoral Program Director

Signature

Date

**The Graduate School’s Use Only**

☐ Approved  ☐ Denied (Comments: ____________________________)

Signature, Dean of The Graduate School or Designee

Date

Distribution: The Graduate School, Doctoral Program Director, Dissertation Chair, Student

Rev. 10/29/14
**FORM F**

**THE GRADUATE SCHOOL**
**MONTCLAIR STATE UNIVERSITY**

**REPORT OF DISSERTATION DEFENSE**

Within **24 hours** of the Defense, please return the completed form, with all signatures, to:

The Graduate School, Montclair State University, College Hall 203, Montclair, NJ 07043

| Student Name: ___________________________ | CWID #: ____________ - ______ - ______ |
| Address: __________________________________ | Defense Date: ____________________________ |
| Program: ________________________________ | Dissertation Title: ______________________ |

Defense being reported: ☐ First Defense ☐ Second Defense ☐ Review of Pass with Conditions

(Pass – no substantive revisions; Pass with Conditions – substantive revisions; Fail – second defense required)

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>☐ Pass</td>
<td>☐ Pass with Conditions</td>
<td>☐ Fail</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>☐ Pass</td>
<td>☐ Pass with Conditions</td>
<td>☐ Fail</td>
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<tr>
<td>Committee Member</td>
<td>Signature</td>
<td>Date</td>
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<tr>
<td>☐ Pass</td>
<td>☐ Pass with Conditions</td>
<td>☐ Fail</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>☐ Pass</td>
<td>☐ Pass with Conditions</td>
<td>☐ Fail</td>
</tr>
</tbody>
</table>

Dissertation Chair

Signature | Date

Doctoral Program Director certifies that the above student has met the requirement for the successful defense of the dissertation.

<table>
<thead>
<tr>
<th>Doctoral Program Director</th>
<th>Signature</th>
<th>Date</th>
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</thead>
</table>

If the majority of the above votes are Conditional Pass, list the conditions and timetable for making the revisions to the dissertation or defense (attach as a separate document). Indicate below the deadline by which all changes must be made:

**Changes must be submitted to the Chair and/or Dissertation Committee no later than:_____________**

**The Graduate School's Use Only**

The Graduate School certifies that the above student has met the requirement for the successful defense of the dissertation and authorizes a grade of P in all dissertation courses (900).

Dissertation Approved: ______________________  ______________________

Month Year

Signature, Dean of The Graduate School or Designee | Date

Distribution: The Graduate School, Doctoral Program Director, Dissertation Chair, Student
THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
DISSERTATION ADVISEMENT APPLICATION

Return the completed form, with all signatures, to:
The Office of the Registrar, Montclair State University, College Hall 204, Montclair, NJ 07043

Regulations: Doctoral students must have advanced to Doctoral Candidacy in order to be eligible to register for Dissertation Advisement.

PROCEDURE: A student must complete this form and receive approval by the Dissertation Advisor, the Department Chair, and the Doctoral Program Director. This form must be submitted to the Office of the Registrar during a prescribed registration period.

Semester/Year ___________/20_____

Catalog No.  
Section No. (Assigned by Registrar)  
Credit Hours

(COUN/CSND/EAES/EDCO/EDFD/FCST/MATH/TETD)

CWID #: ____________________________

Student Name: ____________________________ Date: ____________________________
(Please Print Last Name, First Name)

Student Signature: __________________________________________________________________

Dissertation Advisor’s Name: ____________________________ Date: ____________________________
(Please Print Last Name, First Name)

Dissertation Advisor’s Signature: __________________________________________________________________

Student will be working on dissertation research and/or writing with advisor for a minimum of 57 contact hours during the course of the semester.

Dissertation Advisor initials one: Yes_______ No_______
Reg Off, if yes: Use GRADDOC80

Chairperson’s Signature  
(Dissertation Advisor’s Department)  

Doctoral Program Director’s Signature

Distribution: Department Chair, Faculty Member, Program Director, and Student
THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
DISSERTATION ADVISEMENT EXTENSION APPLICATION

Return the completed form, with all signatures, to:
The Office of the Registrar, Montclair State University, College Hall 204, Montclair, NJ 07043

**Regulations:** Doctoral students must have advanced to Doctoral Candidacy in order to be eligible to register for Dissertation Advisement.

**PROCEDURE:** A student must complete this form and receive approval by the Dissertation Advisor, the Department Chair, and the Doctoral Program Director. **This form must be submitted to the Office of the Registrar** during a prescribed registration period.

**Semester/Year** ___________/20_____

<table>
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<tr>
<th>Catalog No.</th>
<th>Section No. (Assigned by Registrar)</th>
<th>Credit Hours</th>
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(COUN/CSND/EAES/EDCO/EDFD/FGST/MATH/TETD)

**CWID #:** ________________________________

**Student Name:** __________________________  **Date:** __________________________

*(Please Print Last Name, First Name)*

**Student Signature:** __________________________

**Student will be working on dissertation research and/or writing with advisor for a minimum of 57 contact hours during the course of the semester.**

**Dissertation Advisor initials one:** Yes_____  No_____

Reg Off, if yes: Use GRADDOC80

**Chairperson’s Signature**

(Dissertation Advisor’s Department)

**Distribution:** Department Chair, Faculty Member, Program Director, and Student

Rev. 10/29/14
**THE AUDIOLOGY PROGRAM**
**MONTCLAIR STATE UNIVERSITY**

**APPLICATION FOR RESEARCH PROJECT PRESENTATION DATE**
Return the completed form, with all signatures, to:
The Graduate School, College Hall Room 203, 1 Normal Ave., Montclair, NJ 07043

<table>
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<tr>
<th>Student Name</th>
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<th>Address</th>
<th>CWID #</th>
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**Instructions to doctoral students:**
An oral presentation of the research project is required of all doctoral students. By completing this form and with the approval of all members of the student’s research project committee, you are verifying that the project has met all the requirements of the doctoral program and that it is ready for final presentation. Submit this form to The Graduate School by **March 1st for May graduation, May 1st for August graduation** (students seeking an August degree conferral must include with their Application for a Research Project Presentation Date form letters of approval from each committee member confirming their summer availability), and by **November 1st for January graduation**. Along with this form, the student should submit 1 copy of the PowerPoint presentation which will be reviewed by the Graduate Dean. The Chair of the Research Project Committee will distribute copies of the PowerPoint to all members of the student’s committee for their use in preparing for the presentation.

**Research Project Title:** ________________________________________________

<table>
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<tr>
<th>Will the student continue on for the ScD:</th>
<th>YES</th>
<th>NO</th>
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**Research Project Committee**
We have reviewed the proposed written manuscript of the above student’s research project and deemed it ready for presentation. The following individuals have agreed to this date and signify by their signature below.

<table>
<thead>
<tr>
<th>Date of Research Project Presentation</th>
<th>Time of Presentation</th>
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<tr>
<th>Chair/Advisor</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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<th>Committee Member</th>
<th>Name</th>
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| (e-mail if off-campus: __________________________ ) |
|__________________________________________ |

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<tr>
<th>Director, Doctoral Program</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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**The Graduate School’s Use Only**
The above student has met all the conditions for presentation of the research project as certified by The Graduate School and received a grade of Pass.

<table>
<thead>
<tr>
<th>Signature of The Graduate School Dean</th>
<th>Date</th>
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<td>_____________________________________</td>
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FORM K

THE AUDIOLOGY PROGRAM
MONTCLAIR STATE UNIVERSITY
REPORT OF RESEARCH PROJECT PRESENTATION

Return the completed form, with all signatures, to:
The Graduate School, College Hall Room 203, 1 Normal Ave., Montclair, NJ 07043

Student Name: __________________________________________ CWID #: __________ - ______ - ______

Address: ___________________________________________________ Presentation Date: ________________

Research Project Title: ____________________________________________________________________________

____________________________________________________________

____________________________________________________________

*Please note that the final manuscript is due to The Graduate School no later than: April 30th for May degree
conferment; December 1st for January degree conferment; August 7th for August degree conferment.

Defense being reported: □ First Defense □ Second Defense □ Review of Conditional Pass

(Pass – no substantive revisions; Conditional Pass – substantive revisions; Fail – Second defense required)

□ Pass □ Conditional Pass □ Fail

Committee Member

Π Pass □ Conditional Pass □ Fail

Committee Member

Π Pass □ Conditional Pass □ Fail

Committee Member

Π Pass □ Conditional Pass □ Fail

Chair/Advisor

Π Pass □ Conditional Pass □ Fail

Doctoral Program Director certifies that the above student has met the requirement for the successful
presentation of the research project.

Doctoral Program Director __________________________________________ Signature __________________________ Date

If the majority of the above votes are Conditional Pass, list the conditions and timetable for making the revision to the
presentation (attach as a separate document). Indicate below the deadline by which all changes must be made:

Changes must be submitted to the Chair and/or Dissertation Committee no later than: ______________________

The Graduate School’s Use Only
The Graduate School certifies that the above student has met the requirement for successful presentation of the research
project.

Signature of The Graduate School Dean __________________________ Date __________________________

Distribution: The Graduate School, Doctoral Program Director, Research Project Chair, Student