



**Dissertation Procedures & Guidelines Manual:
A Guide from Candidacy to Dissertation Defense
and Graduation**

for

Doctoral Candidates and Doctoral Faculty

AY 2018-2019

Revised September 2018

TABLE OF CONTENTS

Admission to Candidacy	5
Creating the Dissertation Committee.....	6
Registering for Dissertation Advisement or Advisement Extension	7
The Dissertation Proposal	8
Details of the Dissertation Proposal.....	9
The Dissertation – Policies	10
The Dissertation – Creation of the Document	11
Style Manuals	11
Print and Copy Quality.....	11
Typeface	11
Spacing	11
Margins.....	12
Pagination.....	12
Running head.....	12
Landscape Pages	12
Blank Cover Sheet.....	12
Dissertation Order	13
Sample Title Page.....	14
Sample Dissertation Approval Form/Signature Page.....	16
Sample Copyright Page.....	18
Sample Abstract Page.....	20
Sample Blank Cover Sheet (to appear at end of document)	22
Dissertation Defense & Submission Deadlines	24
If the Student Cannot Defend by the Standard Deadlines: End-of-Semester Policy	25
End-of-Semester Dissertation Defense & Submission Deadlines	26
When the Student is Ready to Defend the Dissertation.....	27
At the Dissertation Defense	28
Submission of the Final Manuscript	29
Submitting the Final Manuscript – Details	30
Signature Page.....	30

Final Review Checklist Prior to Post-Defense Submission	30
Dissertation Submission.....	31
Fees.....	32
UMI/Proquest.....	33
Completion of the Doctoral Degree	37
Completion of the Doctoral Degree – Details.....	38
Commencement.....	38
Doctoral Regalia.....	38
APPENDIX: Forms A – K	39

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/>. As each form is processed by The Graduate School, it will be e-mailed to the individuals on the Distribution List at the bottom of each form. The form will also be uploaded to the Doctoral Tracking System, accessible to all Doctoral Program Directors and defined Dissertation Chairs.

Note that individual programs may have additional, or more stringent requirements than those outlined in this manual. Please consult your Doctoral Program Director to identify any program-specific policies.

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.
- 3. If *FORM A* has not been approved prior to the end of the Add/Drop period, and if the student is otherwise not-enrolled, the student must enroll in an appropriate placeholder course (e.g., Qualifying Exam Prep (XXXX-920) if not already taken; Doctoral Continuous Matriculation). If the student does not enroll in an appropriate placeholder course, a Continuous Matriculation hold and associated fee will be applied to their account.

Note: *Doctoral Programs may choose to have students create the Dissertation Committee prior to completing the Qualifying Assessment.*

CREATING THE DISSERTATION COMMITTEE

The procedure is as follows:

The dissertation committee is composed of a minimum of three 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. Dissertation Co-Chairs may be permitted by The Graduate School in extenuating circumstances only.
- 2. In consultation with the Chair, the student asks appropriate faculty to serve on their 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.

Note: Students must have an approved committee on file prior to enrolling in Advisement.

REGISTERING FOR DISSERTATION ADVISEMENT OR ADVISEMENT EXTENSION

The procedure is as follows:

- 1. Upon admission to candidacy and the creation of the dissertation committee, and having submit the corresponding forms A, B, and if applicable, C, the student may initiate the process to enroll in Dissertation Adviseament (XXXX-900).
- 2. The student should register for the appropriate Dissertation Adviseament course and credits, to be determined through collaboration with their Chair and/or Doctoral Program Director, using *Forms G/H – Dissertation Adviseament or Adviseament Extension Application*, found at:
<https://gradschool.montclair.edu/gradweb/forms/dissertation.php>
- 3. Upon electronic submission of Form G/H, the student’s Dissertation Chair will be prompted to approve the request, followed by the appropriate Department Chair, and then the Doctoral Program Director. Once all parties have approved, The Graduate School will perform a final review of the request and submit it to the Registrar’s office for processing. The student will receive electronic notification at the time that the form has been sent to the Registrar’s office

Note: As described in the Graduate Policy Manual:

Table 1 (truncated). Dissertation

Students enrolled in these courses are considered full-time status regardless of the number of credits for which they are registered.*

Course	Description
XXXX-900 Dissertation Adviseament** Minimum three credits	Students register for XXXX 900 until they have completed the required number of dissertation credits in their program of study. If a student does not complete the dissertation after the requisite number of credits, he/she must register for XXXX 901. Students must complete form G/H to register for this course.
XXXX-901 Dissertation Adviseament Extension** One credit	Students register for XXXX 901 once they have completed the required number of dissertation credits in their program of study but are still actively working on the dissertation and receiving mentoring . Students must complete form G/H to register for this course.

**This may have a broad impact including, but not limited to, eligibility for both financial aid and University-sponsored health insurance. If a student is interested in enrolling in the University-sponsored health insurance plan, they must formally opt-in with the Student Accounts office.*

***Dissertation Adviseament and Adviseament Extension will receive a grade of “S” while the dissertation is in progress. This grade will ultimately be updated to a “P” or “F” at the end of the student’s program.*

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 their 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.

***Note:** Students must have an approved Dissertation Proposal on file prior to requesting a Dissertation Defense Date.*

DETAILS OF THE DISSERTATION PROPOSAL

After the doctoral student has been admitted to candidacy and selected their 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 hard 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. Since there may be changes in the proposal before it is approved, it is best to submit for IRB approval after Form D has been signed by the Graduate Dean. However, it is at the discretion of The Dissertation Chair to advise the student to file the IRB application prior to the dissertation proposal being approved.

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 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 subjects* and before submitting the dissertation to The Graduate School for final approval. Research involving human participants requires an initial IRB submission through Cayuse IRB (our e-IRB system). A student may not commence work on the dissertation without IRB approval. More information about IRB submissions and approvals can be found at www.montclair.edu/irb or to set up an appointment to meet with an IRB staff member, call 973-655-7583.

For Research Involving Animals

Once the student's dissertation proposal is approved by the dissertation committee, the candidate must receive approval from the Institutional Animal Care and Use Committee (IACUC) before conducting research that involves animals and before submitting the dissertation to The Graduate School for final approval. Research involving animal subjects requires the filing of an Animal Care and Use Protocol Form. A student may not commence work on the dissertation without IACUC approval. The form for submission of the proposal to the IACUC is available on the Montclair.edu website: <http://www.montclair.edu/provost/iacuc/>.

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. This style should be consistent throughout the document.

All dissertations should adhere to APA unless otherwise directed, in writing (e.g. Program Manual), by the appropriate doctoral program director.

Print and Copy Quality

The dissertation signature page 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 page will be integrated into the electronic file, which 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

All margins in the document should be set to 1 inch on each side. The margins 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 signature page as page two and the copyright 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.

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.

Running head (if applicable)

If your style manual calls for the use of a running head, the running head should begin on page 1. Pagination of all front matter pages (pages with Roman numerals) should appear as described above, without the use of a running head.

Landscape Pages

All pages that appear in landscape orientation must be paginated consistent with the rest of the document so that, if printed and bound, all Arabic page numbers appear in the upper right-hand corner of the page.

Blank Cover Sheet

A “blank” page should appear as the final page of the document. This page should have a page number and can either have no text at all, or the following phrase centered in the middle of the page: This page intentionally left blank.

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. Dissertation Approval/Signature Page* | (required, no page number appears) |
| <i>* Must be approved by The Graduate School before printing, and then signed by all members of the committee and Dean of The Graduate School</i> | |
| 3. Copyright Page | (required, no page number appears) |
| 4. Abstract | (required, Roman numeral) |
| 5. Acknowledgement | (optional, Roman numeral) |
| 6. Dedication | (optional, Roman numeral) |
| 7. Table of Contents | (required, Roman numeral) |
| 8. List of Tables | (as appropriate, Roman numeral) |
| 9. List of Figures | (as appropriate, Roman numeral) |
| 10. List of Symbols/Abbreviations | (as appropriate, Roman numeral) |
| 11. Preface | (optional, Roman numeral) |

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

- | | |
|---------------------------------|---|
| 12. Text (body of dissertation) | (required, Arabic numeral, starts at 1) |
| 13. References | (required, Arabic numeral) |
| 14. Appendices | (as appropriate, Arabic numeral) |
| 15. Blank Cover Sheet | (required, Arabic numeral) |

Sample Title Page

(provided on next page)

JUDGMENT AND FEELING IN THE AESTHETIC

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

January 2019

Dissertation Chair: Dr. Robert F. Jones

Sample Dissertation Approval Form/Signature Page

(provided on next page)

MONTCLAIR STATE UNIVERSITY

THE GRADUATE SCHOOL

DISSERTATION APPROVAL

We hereby approve the Dissertation

JUDGMENT AND FEELING IN THE AESTHETIC

THEORY OF BERNARD BOSANQUET

of

John P. Smith

Candidate for the Degree:

Doctor of Philosophy

Dissertation Committee:

Graduate Program:
Astrophysics

Certified by:

Dr. Robert F. Jones
Dissertation Chair

Dr. M. Scott Herness
Vice Provost for Research and
Dean of the Graduate School

Dr. Jane Lopez

Date

Dr. Ryan Andrews

Sample Copyright Page

(provided on next page)

Copyright © 2019 by John P. Smith. All rights reserved.

Sample Abstract Page

(provided on next page)

Abstract

JUDGMENT AND FEELING IN THE AESTHETIC

THEORY OF BERNARD BOSANQUET

by John P. Smith

This is the abstract for my dissertation. It is double-spaced and adheres to my style manual in both format and length. This is the first page of my dissertation that has a page number, as seen below.

Keywords: dissertation, abstract, philosophy

Sample Blank Cover Sheet (to appear at end of document)

(provided on next page)

This page intentionally left blank.

DISSERTATION DEFENSE & SUBMISSION DEADLINES

Note: This timetable may not allow for substantive revisions after a student's defense. Please plan accordingly.

Requested Degree Conferral	Application for Graduation	Request for Dissertation Defense Date (see pg. 27)	Request for Approval of Signature Page (see pg. 17; 27)	Dissertation Defense Date (see pg. 27)	Submission of Completed Signature Page, Completed Embargo form, and Dissertation Filing Fee to TGS (see pg. 29)	Final Submission of Dissertation to TGS via E-mail (see pg. 30)	Electronic Submission of APPROVED document to Pro-Quest (see pg. 33)
May	December 21	March 1	Prior to Defense Date	April 1	Prior to Final Submission of Dissertation via E-mail	April 19	May 13
August	August 1	June 1	Prior to Defense Date	Only by Approval of Dissertation Chair	Prior to Final Submission of Dissertation via E-mail	July 28	August 18
January	October 1	November 1	Prior to Defense Date	December 1	Prior to Final Submission of Dissertation via E-mail	December 20	January 13

The dates listed above are deadlines. The Graduate School must receive the Request for Dissertation Defense form at least ten business days prior to proposed defense date.

IF THE STUDENT CANNOT DEFEND BY THE STANDARD DEADLINES: END-OF-SEMESTER POLICY

Students who apply to graduate in Fall (January) or Spring (May) and find that they cannot complete the necessary degree requirements by the posted deadlines can opt to utilize The Graduate School's (TGS) End-of-Semester policy. Meeting the End-of-Semester deadline means that a student will officially graduate during the subsequent semester, but will not have to be enrolled in that semester. The student will be required to contact the Registrar's office to withdraw their application for graduation for the original semester, and will need to submit a new Application for Graduation via Nest (<https://www.montclair.edu/red-hawk-central/managing-your-academic-life/apply-for-graduation/how-to-apply-to-graduate-through-nest/>). Upon successful completion of the degree requirements, the student's degree will be conferred at the end of the updated graduation term (May or August). Note that students who are required to maintain part-, half-, or full-time enrollment status for any reason (e.g., assistantship/fellowship; health insurance; student loans) should not pursue this option as it will not result in any enrollment status for the subsequent semester.

End-of-Semester Policy Timeline

See next page for summary of End-of-Semester Dissertation Defense & Submission Deadlines.

Students who take this option have until the last day of the Add/Drop period in the subsequent semester (for August degree conferral, refer to the Drop deadline for the 8-week summer courses) to successfully defend their dissertation. Refer to the University's *Add/Drop and Withdrawal* policies at <https://www.montclair.edu/red-hawk-central/managing-your-academic-life/add-drop/>.

Students must notify TGS, in writing, of their intent to exercise this option no later than December 1 for the Fall term (to postpone degree conferral from January to May) or April 1 for the Spring term (to postpone degree conferral to August).

Final submission of the dissertation to TGS is required no later than February 25 for May degree conferral and July 1 for August degree conferral. Upon approval from TGS, electronic submission of the approved dissertation must be completed within 5 business days.

END-OF-SEMESTER DISSERTATION DEFENSE & SUBMISSION DEADLINES

Note: You should ONLY refer to these deadlines if you have been approved for the End-of-Semester option by The Graduate School.

Requested Degree Conferral	Updated Application for Graduation	Request for Dissertation Defense Date	Request for Approval of Signature Page (see pg. 17, 27)	Dissertation Defense Date (see pg. 27)	Submission of Completed Signature Page and Dissertation Filing Fee to TGS (see pg. 29)	Final Submission of Dissertation to TGS via E-mail (see pg. 30)	Electronic Submission of APPROVED document to Pro-Quest (see pg. 30)
May	January 15	December 1	Prior to Defense Date	January 25	Prior to Final Submission of Dissertation via E-mail	February 25	Within 5 Business Days of TGS's Approval
August	May 15	April 1	Prior to Defense Date	June 15	Prior to Final Submission of Dissertation via E-mail	July 1	Within 5 Business Days of TGS's Approval

If any of the above deadlines are not met, TGS will initiate the enrollment process, on the student's behalf, for 1 credit of Dissertation Extension for the semester in question. The student will be responsible for all tuition and fees associated with this course.

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. This hard copy can be printed double-sided. Prior to submitting the form, the student must provide each committee member with a hard copy (unless otherwise requested by the committee member) of their 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 defense details will be posted on The Graduate School’s Doctoral Dissertation Defense Schedule (<https://www.montclair.edu/graduate/current-students/doctoral-students/doctoral-dissertation-defense-schedule/>).
5. Prior to the scheduled defense date, the student must format their signature page and submit it to The Graduate School for approval (see p. 16 for an example signature page). This page will ultimately be scanned and inserted into the final electronic copy of the dissertation. 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.
6. Upon approval of the signature page by The Graduate School, students must print and circulate at least one copy of the page to be circulated among the Dissertation Committee after defense. Note that TGS recommends printing and circulating more than one copy to account for any damage to the pages during circulation (e.g., a signing error; a stain; a rip).

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 Doctoral Faculty Member within the department, or a representative from The Graduate School 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.**

- 4. Upon a successful dissertation defense, the Dissertation Approval Form/Signature page(s) can be circulated for the committee members' signatures at any time, at the discretion of the Dissertation Chair. Once all committee members have signed, indicating their approval of the final document, the page must be submitted to The Graduate School for the Graduate Dean's signature, to be scanned, and to be inserted into the final document when appropriate.

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 and reviews the *Final Review Checklist* (p. 30) with the doctoral candidate, the final dissertation document is submitted as a Word document to The Graduate School at docstudy@montclair.edu. This must be completed by the prescribed deadline (see p. 24).
2. After approval from The Graduate School, the Dissertation Approval Form/Signature Page is printed and circulated to all dissertation committee members, then submitted to The Graduate School for the Dean's signature. TGS recommends that students print and circulate at least two copies of this page to account for any signing errors, stains, rips, etc. This page will ultimately be scanned and inserted into the final electronic copy of the dissertation.
3. The student will submit the Dissertation Filing Fee to The Graduate School, as outlined in this Manual.
4. The student will complete and sign the Electronic Thesis and Dissertation (ETD) Release Form. This document, referring to an Embargo, will dictate to Harry A. Sprague Library when you want your dissertation made available to the public. It will correspond to a similar response you will issue when submitting your document to UMI.
5. Once the final electronic word 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)/ProQuest.
6. Once the student has received the final, approved electronic copy of the dissertation, they 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.
7. Complete the *Survey of Earned Doctorates* as described in this Manual.

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). Students must submit this page to The Graduate School for approval prior to their defense and bring the printed, hard copies of the page (as described below) to the defense for signatures as appropriate, at the discretion of the Dissertation Chair.

Once The Graduate School has reviewed and explicitly approved the signature page, providing the student with the .pdf and authorization to print, the student should print the page directly from the document provided. The signature page can be printed on regular 8.5” x 11” white printer paper. You must print and circulate at least one copy of this page, which will ultimately be scanned and inserted into your final electronic copy after your defense and revisions have been completed. However, The Graduate School recommends printing and circulating more than one copy to account for potential signing errors/accidents. Once you have printed the copy/copies of your signature page and successfully defended your dissertation, you should circulate all signature pages among your committee members for their signatures. You will need original signatures on this page. Once all committee members and the Dissertation Chair has signed, the page(s) must be submitted to The Graduate School for the Graduate Dean’s signature. The Graduate School will scan and file the signature page, and will ultimately insert it into the electronic document once it has been finalized. Note that if the dissertation requires substantive post-defense revisions, it is common for all regular committee members to sign the signature pages and the Dissertation Chair to hold on to the pages and wait until the revisions have been made and approved by your committee prior to signing off on the Dissertation Chair line of the pages.

Final Review Checklist Prior to Post-Defense Submission

Before submitting your dissertation for final review by The Graduate School, the student must review the following checklist with their Chair. Formatting errors will result in the return of the document to the student for additional revision.

- Have I made all necessary changes as indicated by my committee after my defense?
- Is my title, as it appears at any point within the document, the final title as I wish to have it represented by the University?
- Has my Chair approved this document as my final copy?
- Have I spell-checked the document, paying particular attention to my title, name, and the names of my committee members?
- 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?
- Does the Abstract include keywords?
- Are the margins 1” 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, and black, 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. This may result in the delay of your degree conferral.

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 24 of this document. The Graduate School strongly suggests that each candidate arrange an appointment with the Center for Writing Excellence prior to final submission in order to confirm that the formatting of their document adheres to the style manual of their respective discipline. In the case that the document does not meet formatting guidelines, the document will be returned to the student for editing. This process may delay the candidate’s date of degree conferral.

B. Electronic Thesis and Dissertation (ETD) Release Form

Along with the final copy of the dissertation, each student must submit the Electronic Thesis and Dissertation (ETD) Release Form, located on The Graduate School website at montclair.edu/graduate/forms. This form must be completed by the student and submitted to The Graduate School, as a separate document, at the time of final submission of the dissertation. The dissertation cannot be processed without this form.

C. 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.

D. Hard Copies

Students no longer have the option to submit hard copies of their dissertation to The Graduate School for binding or cataloging by Sprague Library. If a student would like to have personal copies of their dissertation printed and/or bound, they may do so using a vendor of their choice. Note that Montclair State University does not endorse or guarantee a specific vendor.

Fees

The following fees are **required** during the final submission process:

Fee	Cost	Payment Date	Payment Details
Dissertation Filing Fee	\$100	With submission of signature page	Student must submit a Dissertation Filing fee to The Graduate School. <i>*Check made payable to "Montclair State University."</i>
UMI Submission Fee	\$65	During UMI submission process	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.

In Summary

Submit the following:

- One (minimum) signature page with **original** signatures from each committee member
- Fees
- When appropriate, copies of letters of permission for the reproduction of copyrighted material

UMI/PROQUEST

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. 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 it/they will then be available for you to pick up from our office.

Step 2: Once authorized to do so by your Dissertation Chair, please e-mail the final version of your manuscript as one Word document to docstudy@montclair.edu.

Step 3: The Graduate School will review your document for adherence to formatting requirements as outlined in this manual and, upon approval, 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.

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.

This guidance assumes you are writing your manuscript in MS Word on a PC. If you are using a Mac, similar guidance can be found at <http://www.etdadmin.com/cgi-bin/main/faq?siteId=0#pdf9>.

1. On the File menu, click Options, and then click the Save tab.
2. Select the *Embed fonts in the file* check box.
3. Select the *Embed only the characters used in the document (best for reducing file size)* check box.
4. Do not select the *Do not embed common system fonts* check box.
5. Save the document as both a Word document and as a PDF.

Step 9: Confirm that all security restrictions are removed from the newly created .pdf file.

Step 10: Check your document and then save it in both formats again.

Step 11: Go to www.etdadmin.com/montclair.

Step 12: 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 13: Select the publishing options of your choice. Then, click the “Save and Continue” button.

Step 14: 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 15: Please enter your contact information. Then, click the “Save and Continue” button.

Step 16: 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 17: Using the approved final .pdf file of your Dissertation, you may upload your document 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 18: 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 19: 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 20: Please read the Register U.S. Copyright page and complete Questions 1 and 2. Then, click the “Save and Continue” button.

Step 21: If you are interested in ordering copies of your thesis or dissertation from UMI/Proquest (**The Graduate School and Montclair State University do not endorse or guarantee the printing or binding service provided by any specific vendor and will not stand behind the quality of the copies**), 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 \$65.00 copyright registration fee, which will appear on your Order Summary.)

Step 22: 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 \$65.00 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/>. 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. The final electronic copy of the dissertation will be submitted to Sprague Library by The Graduate School to be uploaded to the Montclair State University Digital Commons (<https://digitalcommons.montclair.edu/>) as described in the Electronic Thesis and Dissertation (ETD) Release Form submitted by the student.
- 3. All students with degree conferral dates within the recent academic year (August through May) will be contacted as appropriate regarding intentions to attending **Commencement**. Students must respond to The Graduate School by the prescribed dates in order to be eligible for participation.
- 4. Appropriate **doctoral regalia** must be ordered through Montclair State University, and worn by those attending Commencement.

COMPLETION OF THE DOCTORAL DEGREE – DETAILS

Commencement

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 Graduate School Commencement ceremony. If students intend to attend the Commencement ceremony, they must take the appropriate steps, including ordering regalia, responding to The Graduate School communications, and registering for Commencement via the posted University procedures. **Following these steps is the only way to guarantee full participation in the ceremony.**

General information related to University Commencement ceremonies can be found at: www.montclair.edu/commencement/

Doctoral Regalia

Doctoral students who wish to attend Commencement will be required to wear appropriate academic regalia. Information regarding the purchase of regalia will be provided by The Graduate School, in conjunction with the University Bookstore. The purchase of regalia is partially facilitated by The Graduate School, but primarily managed through Oak Hall. Deadlines for ordering must be strictly adhered to in order to participate in Commencement. All details regarding these processes will be provided to students by The Graduate School as they become available.

APPENDIX: FORMS A – K

FORM B

**THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
APPROVAL OF THE DISSERTATION COMMITTEE**

Return the completed form, with all signatures, to:
The Graduate School, 4th Floor, Montclair State University, 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. The Chair of the Committee must hold doctoral faculty status at MSU. The committee must consist of a minimum of three (3) MSU faculty members, including the Chair. If outside members are included in the committee, Form C for each outside member must be submitted ***with this form***.

Working Dissertation Topic: _____

			Outside Member
_____ Committee Member	_____ Signature	_____ Date	<input type="checkbox"/>
_____ Committee Member	_____ Signature	_____ Date	<input type="checkbox"/>
_____ Committee Member	_____ Signature	_____ Date	<input type="checkbox"/>
_____ Committee Member	_____ Signature	_____ Date	<input type="checkbox"/>
_____ Chair of Committee	_____ Signature	_____ Date	

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

- I confirm that the Chair has doctoral faculty status at MSU, and recommend the dissertation committee 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

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, 4th Floor, Montclair State University, 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, 4th Floor, Montclair State University, 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: _____

Committee Member Signature Date

Committee Member Signature Date

Committee Member Signature Date

Committee Member Signature Date

Chair Signature Date

Doctoral Program Director Signature Date

IRB approval required :

IRB approval not required:

The Graduate School's Use Only

The attached dissertation proposal is approved. _____
Month Year

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

FORM E

**THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
APPLICATION FOR DISSERTATION DEFENSE DATE**

Return the completed form, with all signatures, to:
The Graduate School, 4th Floor, Montclair State University, Montclair, NJ 07043

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. This copy may be printed double-sided. Prior to submitting this form, you must provide each committee member with a hard copy (unless otherwise requested by your committee member) of your dissertation.

Deadline for submission: March 1 for May graduation; May 1 for August graduation; November 1 for January graduation; a minimum of ten business days prior to proposed defense date

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: _____
(Doctoral Program Director, Impartial Doctoral Faculty Member, TGS Rep.)

_____ 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

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, 4th Floor, Montclair State University, Montclair, NJ 07043

Student Name: _____ CWID #: _____

Address: _____ **Defense Date:** _____

_____ **Program:** _____

Dissertation Title (Case Sensitive): _____

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)

Pass Pass with Conditions Fail

Committee Member Signature Date

Pass Pass with Conditions Fail

Committee Member Signature Date

Pass Pass with Conditions Fail

Committee Member Signature Date

Pass Pass with Conditions Fail

Committee Member Signature Date

Pass Pass with Conditions Fail

Dissertation Chair Signature Date

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

Doctoral Program Director Signature Date

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

FORM J

**THE AUDIOLOGY PROGRAM
MONTCLAIR STATE UNIVERSITY
APPLICATION FOR RESEARCH PROJECT PRESENTATION DATE**

Return the completed form, with all signatures, to:
The Graduate School, 4th Floor, Montclair State University, Montclair, NJ 07043

Student Name: _____ Date: _____

Address: _____ CWID #: _____

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: _____

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.

Date of Research Project Presentation _____ **Time of Presentation** _____

Chair/Advisor _____
Name _____ Signature _____ Date _____

Committee Member _____
Name _____ Signature _____ Date _____

Committee Member _____
Name _____ Signature _____ Date _____

Committee Member _____
Name _____ Signature _____ Date _____

(e-mail if off-campus: _____)

Director,
Doctoral Program _____
Name _____ Signature _____ Date _____

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.

Signature of The Graduate School Dean _____ Date _____

Distribution: The Graduate School, CHSS Dean's Office, Doctoral Program Director, Research Project Chair, Student

FORM K

THE AUDIOLOGY PROGRAM MONTCLAIR STATE UNIVERSITY REPORT OF RESEARCH PROJECT PRESENTATION

Return the completed form, with all signatures, to:
The Graduate School, 4th Floor, Montclair State University, Montclair, NJ 07043

Student Name: _____ CWID #: _____

Address: _____ Presentation Date: _____

_____ Program: _____

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 Signature Date

Pass Conditional Pass Fail

Committee Member Signature Date

Pass Conditional Pass Fail

Committee Member Signature Date

Pass Conditional Pass Fail

Chair/Advisor Signature Date

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 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



Electronic Thesis and Dissertation (ETD) Release Form

This form must be completed by the student and submitted to The Graduate School, as a separate document at the time of final submission of the thesis or dissertation.

Name _____

CWID _____

Degree Conferred Year _____

Degree Conferred Month _____

Degree Type _____

Program _____

Department _____

College / School _____

IMMEDIATE RELEASE

I authorize The Graduate School to release my thesis / dissertation to Harry A. Sprague Library for the Library to make it available to the public electronically as soon as is feasible after my thesis / dissertation has been filed.

EMBARGO

Please note: If you place an embargo in MSU Digital Commons, you must also place an embargo of the same duration with ProQuest Dissertations & Theses Global separately.

I wish my thesis / dissertation to be withheld for (please check one):

_____ 6 months

_____ 1 year

_____ 2 years

following the date of filing after which time it will be released by Harry A. Sprague Library and be made available to the public electronically.

REASONS FOR EMBARGO

Signature: _____

Date: _____