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

AY 2017-2018
Revised January 2018
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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/.

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 and is eligible for registration in Dissertation Advisement.

3. The student should register for the appropriate Dissertation Advisement course, to be determined by their 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

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.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXX-900</td>
<td>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.</td>
</tr>
<tr>
<td>Dissertation Advisement</td>
<td>Minimum three credits</td>
</tr>
<tr>
<td>XXXX-901</td>
<td>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.</td>
</tr>
<tr>
<td>Dissertation Advisement Extension</td>
<td>One credit</td>
</tr>
</tbody>
</table>

*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.
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.
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.
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 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, they 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.

rev. 1/30/18
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.

Paper

All paper used for bound copies of dissertations should be white 8 ½” 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.

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, when 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. Copyright Page (required, no page number appears)
3. Dissertation Approval Form (Signature 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)

*Must be approved by The Graduate School before printing, and then signed by all members 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, Arabic numeral)
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 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
2018

Dissertation Chair: Dr. Robert F. Jones
Sample Copyright Page

(provided on next page)
Copyright © 2018 by John P. Smith. All rights reserved.
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 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. M. Scott Herness
Vice Provost for Research and Dean of The Graduate School

Dr. Jane Lopez

Date

Dr. Ryan Andrews
Sample Abstract Page

(provided on next page)
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 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.
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 Chair must notify The Graduate School of the location of the defense as soon as it is confirmed.

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

| DISERTATION DEFENSE AND SUBMISSION DEADLINES |
|-----------------|-----------------|-----------------|-----------------|
| Request for Dissertation Defense* | Dissertation Defense Date | Final Submission via e-mail of Dissertation to The Graduate School for approval (no later than 4 weeks from degree conferral) | Electronic Submission of APPROVED document to www.etdadmin.edu (Please see page 21 of this document for instructions) |
| Degree Conferral |
| March 1 | April 1 | April 19 | May 13 | May |
| May 1 | Only by approval of dissertation chair | July 28 | August 18 | August |
| November 1 | December 1 | December 20 | January 13 | January |

*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.
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.
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. 20) with the doctoral candidate, 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, 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.

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.
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. Students may 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.

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, they should be submitted to The Graduate School for the Graduate Dean’s signature.

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?
- 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, 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 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:

<table>
<thead>
<tr>
<th>Graduate School (required)</th>
<th>$100</th>
<th>Student must submit a Dissertation Filing fee. *Check made payable to “Montclair State University.”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Copy (required)</td>
<td>$35</td>
<td>Student must submit one copy on bond paper for Sprague Library. *Check made payable to “Sprague Library-MSU.”</td>
</tr>
<tr>
<td>UMI Submission Fee (required)</td>
<td>$65</td>
<td>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.</td>
</tr>
<tr>
<td>Personal Copies (optional)</td>
<td>$35/copy</td>
<td>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.”</td>
</tr>
</tbody>
</table>

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
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 (instead of through The Graduate School – The Graduate School does not recommend this course of action 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.)
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 21 of this document.

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 docstudv@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 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.

- **3.** Appropriate 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 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, 4th Floor, Montclair State University, 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. 8/30/17
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 __________

Committee Member __________________________ Signature __________ Date __________

Committee Member __________________________ Signature __________ Date __________

Committee Member __________________________ Signature __________ Date __________

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 __________

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

Rev. 8/30/17
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) ___________________________

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.

☐ I support the membership of this applicant from outside the Montclair State University community as part of this committee.

☐ 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

Rev. 8/30/17
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

<table>
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<th>Field</th>
<th>Information</th>
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<tbody>
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<td>Student Name</td>
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<td>CWID #</td>
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**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:

<table>
<thead>
<tr>
<th>Date of Dissertation Defense:</th>
<th>Time of Dissertation Defense:</th>
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Outside Observer of Defense: (Doctoral Program Director, Impartial Doctoral Faculty Member, TGS Rep.)

Committee Member

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<th>Signature</th>
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Committee Member

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Committee Member

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Committee Member

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Committee Member

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Chair of Committee

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Doctoral Program Director

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**The Graduate School's Use Only**

- ☐ Approved
- ☐ Denied (Comments: ________________________)

Signature, Dean of The Graduate School or Designee

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

Rev. 8/30/17
**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

<table>
<thead>
<tr>
<th>Student Name:</th>
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<th>CWID #:</th>
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<td>Address:</td>
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<td>Defense Date:</td>
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<td>Program:</td>
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</table>

**Dissertation Title (Case Sensitive):**

<table>
<thead>
<tr>
<th>Defense being reported:</th>
<th>□ First Defense</th>
<th>□ Second Defense</th>
<th>□ Review of Pass with Conditions</th>
</tr>
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<tbody>
<tr>
<td>(Pass – no substantive revisions; Pass with Conditions – substantive revisions; Fail – second defense required)</td>
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<td>□ Pass</td>
<td>□ Pass with Conditions</td>
<td>□ Fail</td>
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<tr>
<th>Dissertation Chair</th>
<th>Signature</th>
<th>Date</th>
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Doctoral Program Director certifies that the above student has met the requirement for the successful defense of the dissertation.

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

<table>
<thead>
<tr>
<th>Signature, Dean of The Graduate School or Designee</th>
<th>Date</th>
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</thead>
</table>

Distribution: The Graduate School, Doctoral Program Director, Dissertation Chair, Student
### 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 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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<tbody>
<tr>
<td><strong>Chair/Advisor</strong></td>
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<td>Name</td>
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<td><strong>Committee Member</strong></td>
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<td><strong>Committee Member</strong></td>
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(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 |
| ☐ Pass | ☐ Conditional Pass | ☐ Fail |
| ☐ Pass | ☐ Conditional Pass | ☐ Fail |
| ☐ Pass | ☐ Conditional Pass | ☐ Fail |

Committee Member | Signature | Date

Committee Member | Signature | Date

Committee Member | Signature | Date

Committee Member | Signature | Date

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

Rev. 8/30/17