

The Graduate School
Montclair State University

**Doctoral Procedures Manual:
From Candidacy to Graduation**

for
Doctoral Candidates and Doctoral Faculty

**Academic Year:
2021 – 2022**

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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 they are referenced throughout this document, are provided as part of APPENDIX 1 and can be located on The Graduate School's website under "Forms for Doctoral Candidates" at <https://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, which is accessible to all Doctoral Program Directors and defined Dissertation Chairs.
- Please note that individual programs may have additional or more stringent requirements than those outlined in this manual. Please consult with your Doctoral Program Director to identify any program-specific policies.

Any further questions not covered by this manual should be directed to
The Graduate School at docstudy@montclair.edu.

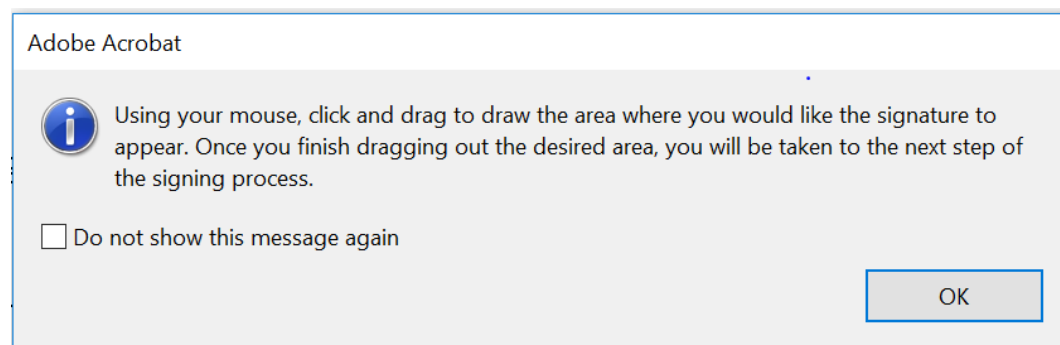
PROCEDURAL CHANGES IN EFFECT DURING 2021-2022

As of the previous academic year of 2020-2021, students and faculty are now required to submit all forms electronically to docstudy@montclair.edu. Students, faculty, and staff should seek certified electronic signatures using **Adobe Acrobat**. Follow the instructions below for a short tutorial on how to insert electronic signatures into a PDF document using Adobe Acrobat.

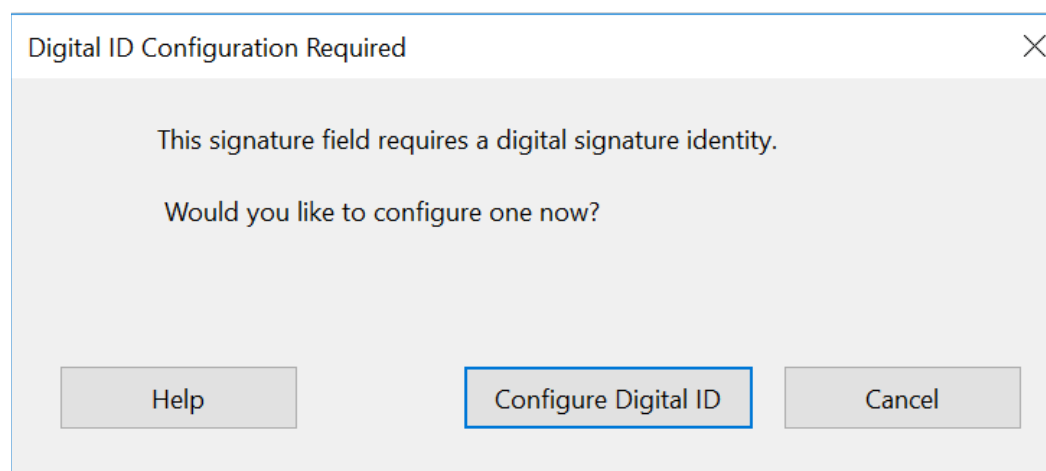
Please Note: Once an Adobe document is first signed following the instructions below, it cannot be modified except to add more certified signatures.

Instructions:

- In an open PDF file, click on “Edit” from the top taskbar menu; choose “Manage Tools” at the bottom of the options.
- Once in “Manage Tools,” choose “Certificates.”
- Choose “Digitally Sign.”
- You will see this appear:



- Make sure you click and drag your cursor on the screen to draw a rectangle where you wish to sign.
- You will then see this:



- Click on “Configure Digital ID,” which will prompt the following step:

Select the type of Digital ID:

- ☐  **Use a Signature Creation Device**
Configure a smart card or token connected to your computer
- ☐  **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
- ☒  **Create a new Digital ID**
Create your self-signed Digital ID

- Select “Create a new Digital ID.”
- A new prompt will ask you where you would like to save the file. Save the digital ID as a file in your computer and accept the default placement of that file. Avoid saving to the “Windows Certificate Store” to prevent other applications from accessing your signature.

- ☒  **Save to File**
Save the Digital ID to a file in your computer
- ☐  **Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

- You will then need to fill in the following information:

Name	Enter Name...
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	Enter Email...
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Please note that I accepted the default option here.

- You will then need to add a password:

Your Digital ID will be saved at the following location :

Apply a password to protect the Digital ID:

☐

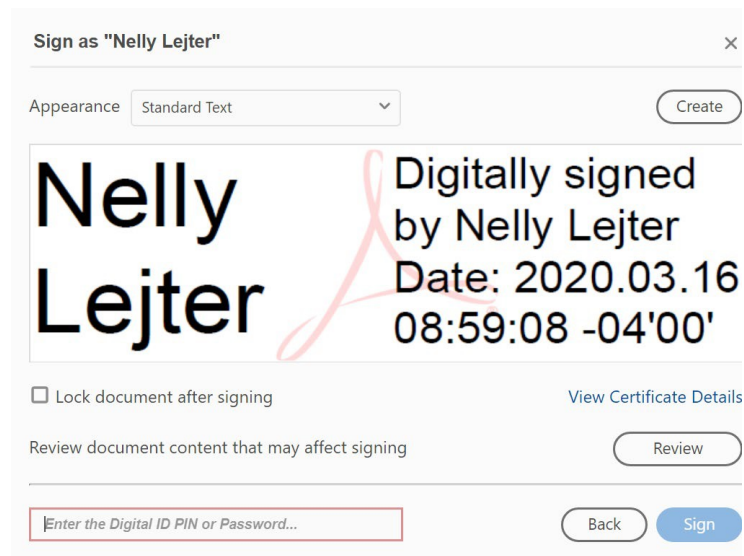
Confirm the password:

- From then on, you have a saved Digital Signature with Adobe. Every time you want to include a digital signature in a document, repeat the steps of going to Edit—Manage Tools—Certificates—Digitally Sign. You will have to click and drag to create a rectangle, which will then open a Window for you to choose your digital signature:

Choose the Digital ID that you want to use for signing:



- You will then need to include your password. The prompt will look like this:



The screenshot shows a digital signing window titled "Sign as 'Nelly Lejter'". It features a "Standard Text" appearance dropdown and a "Create" button. The main display area shows the name "Nelly Lejter" in large text, a red digital signature, and the text "Digitally signed by Nelly Lejter Date: 2020.03.16 08:59:08 -04'00'". Below this, there is a checkbox for "Lock document after signing" and a "View Certificate Details" link. A "Review" button is also present. At the bottom, there is a text input field for "Enter the Digital ID PIN or Password..." and "Back" and "Sign" buttons.

- When you click "Sign," please be sure to save the file. Then, your digital signature will look like this:

Nelly Lejter



Digitally signed by Nelly Lejter
Date: 2020.03.16
10:10:03 -04'00'

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. Please submit the form electronically to The Graduate School at docstudy@montclair.edu.
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) or 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 Montclair State University 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 will ask appropriate faculty to serve on their committee. All dissertation committee members should hold a doctoral degree. In addition, 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 also be submitted for each outside member at the same time *FORM B* is submitted.

Please Note: An “Outside Dissertation Committee Member” is defined as any individual who does not hold full-time faculty status at Montclair State University. The individual must hold a doctoral degree or, in exceptional circumstances, equivalent appropriate experience and/or recognition.

Responsibilities of the Dissertation Committee Chair include:

- Guide the doctoral candidate to:
 - Determine a realistic timeline for completion of the dissertation; set clear expectations for timely completion;
 - Select methods/procedures for data collection and analysis;
 - Prepare for the oral defense component.
- Engage Committee Members in providing feedback to the student during the dissertation writing period and in preparation for the oral defense.

Responsibilities of Dissertation Committee Members include:

- Read drafts and suggest substantive, meaningful feedback at each stage of the defense writing and defense;
- Provide rationale for the support and critique of dissertation drafts;
- Discuss with the candidate and Chair any major concerns that could affect the success of the dissertation defense.

Responsibilities of the Student in the Dissertation preparation phase:

- Prepare drafts and prepare adequately for meetings with the Chair and Committee members;
- Maintain regular (at least bi-weekly) communication with the Chair and keep them informed of progress and challenges;
- Consult with the Chair before contacting the full committee; however, students are encouraged to communicate individually with each Committee member frequently and seek their feedback and advise, especially in their areas of expertise as related to the student's dissertation;
- Follow all procedural steps as determined by The Graduate School and included in this document, to ensure compliance with all appropriate deadlines.

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

It is important that the Chair and Dissertation Committee members engage with the student well in advance of the expected dissertation defense date. The timeline on page 16 of this Manual illustrates this involvement.

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 after having submitted the corresponding forms A, B, and if applicable, C, and obtained corresponding approval, the student may initiate the process to enroll in Dissertation Advisement (XXXX-900).
2. The student should register for the appropriate Dissertation Advisement course and credits, which is to be determined through collaboration with their Chair and/or Doctoral Program Director using *Forms G/H – Dissertation Advisement or Advisement Extension Application* and can be located 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 is described in the Graduate Policy Manual*—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 Advisement** 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 Advisement 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. The form must include a plan/timeline for dissertation completion and defense, completed by the dissertation advisor. The Doctoral Program Director's and Dissertation Committee Chair's signatures on the form reflect approval of the timeline for dissertation completion. If the program has a checklist with the timeline, TGS will accept a copy of that document.

**This may have a broad impact including, but not limited to, eligibility for both financial aid and University-sponsored health insurance. Unlike other full-time graduate students, those who are forced full-time because of dissertation status will not automatically be enrolled in health insurance and will need to opt in with Student Accounts in order to receive it.*

***Dissertation Advisement and Advisement 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 then 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 with the student and discuss the proposal prior to its approval. If requested, the meeting can take place virtually using a video conferencing system that will facilitate interaction among participants to resemble an in-person meeting. The committee, through a consensus process, will then approve, modify or reject 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 an electronic copy of the proposal to The Graduate School at docstudy@montclair.edu for the Dean’s approval. It is the students’ responsibility to obtain [IRB](#) approval for any research involving human subjects.

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 process begins and the committee is formed. Please make sure to check specific program requirements, as the sequence of steps may vary in specific programs.

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 that meets 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 working on the dissertation without IRB approval. More information about IRB submissions and approvals can be found at www.montclair.edu/irb.

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/>.

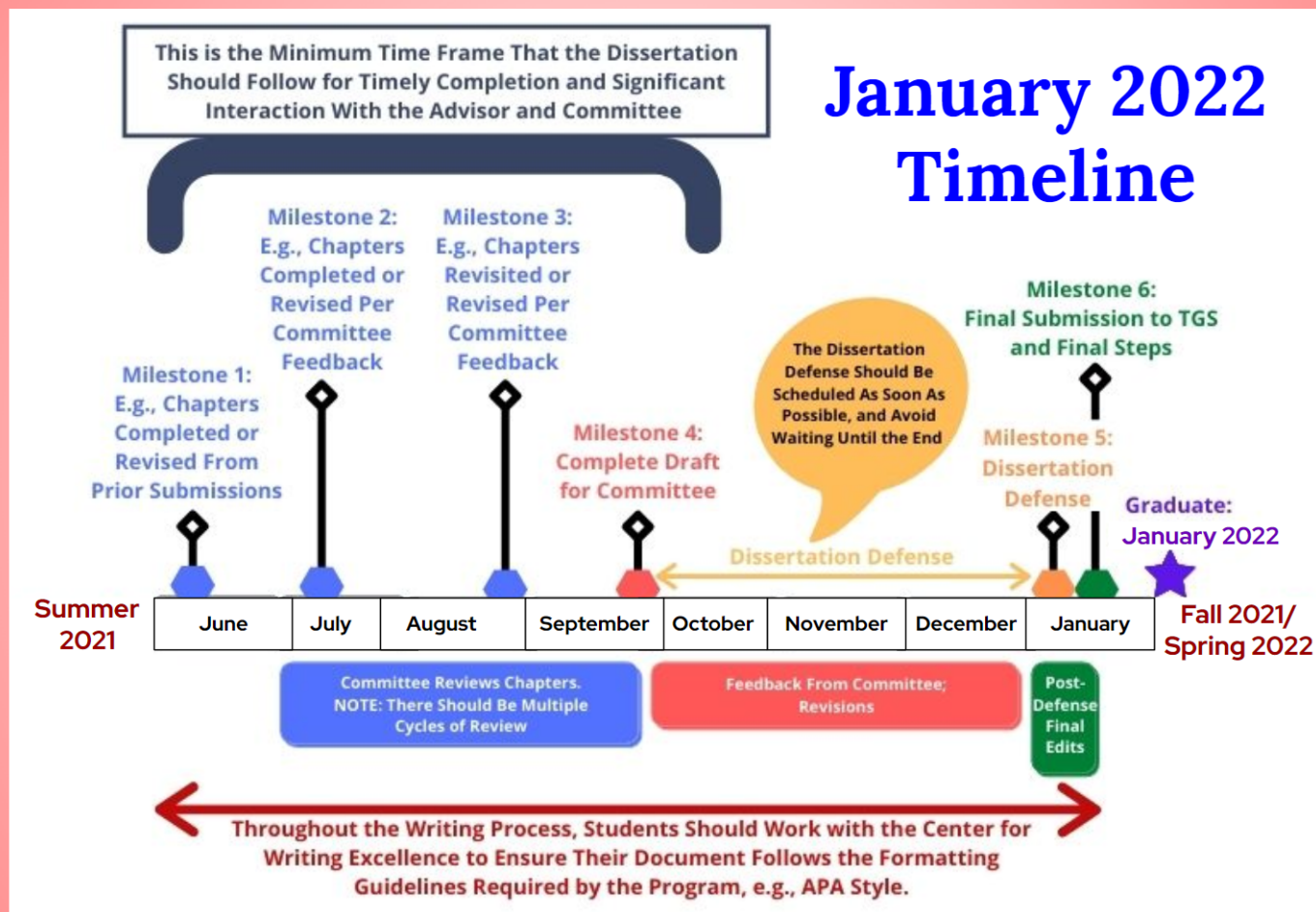
SUGGESTED TIMELINES FOR DISSERTATION DEFENSE & COMPLETION

Important Notes:

- The following pages show the **final** deadlines for students planning to graduate in January 2022, May 2022, and August 2022. **Minimum** timeline illustrations are also provided for January and May 2022 graduates:
 - The timeline illustrations are based on a chapters-based dissertation; articles-based dissertations can use the same timeline.
 - The timeline illustrations show the level of engagement expected of the Dissertation Committee members with the doctoral student during the final stages of the dissertation process.
- **For doctoral students:** Always check your program-specific requirements regarding the recommended sequence from proposal to dissertation defense.

Dissertation Defense and Submission Deadlines: Academic Year 2021-2022

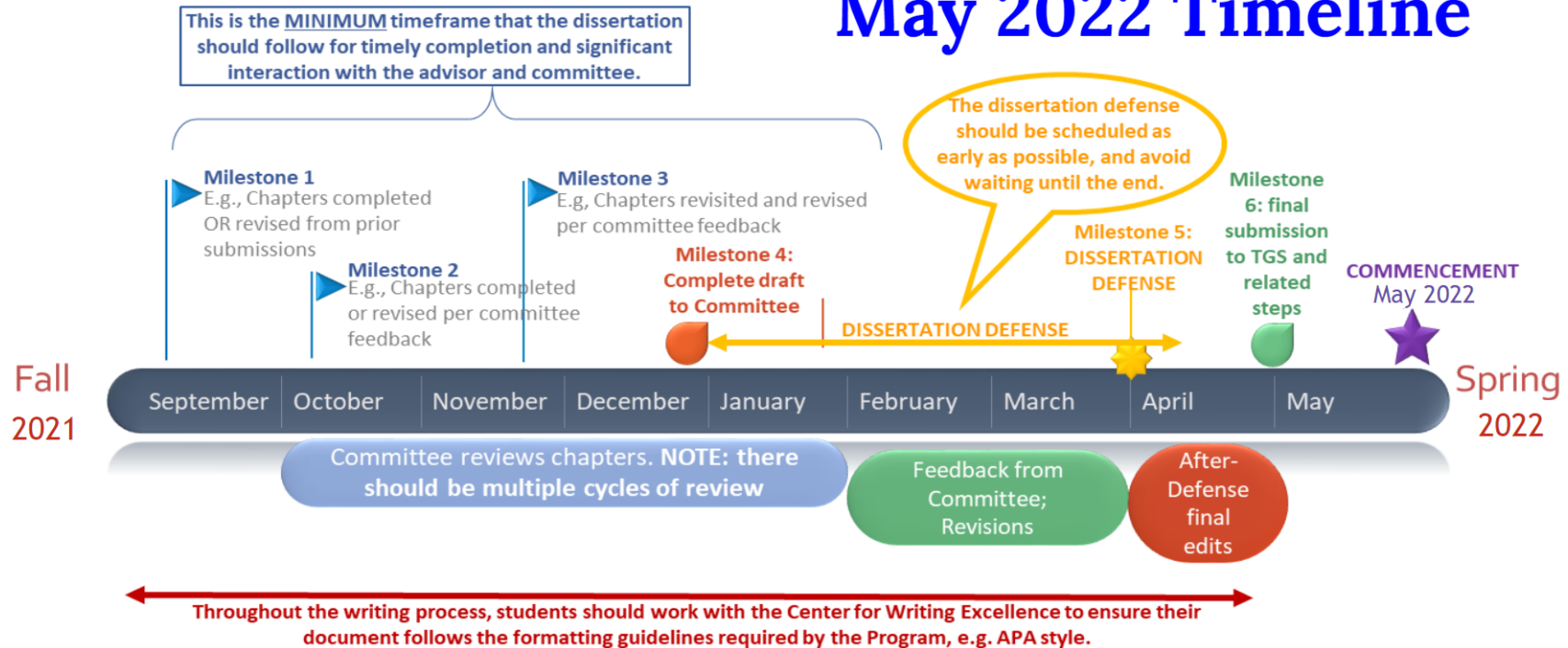
Requested Degree Conferral	Application for Graduation	Request for Dissertation Defense Date	Request for Approval of Signature Page	Dissertation Defense Date Approval	Submission of Completed Signature Page, Completed Embargo Form, and Dissertation Filing Fee to TGS	Final Submission of Dissertation to TGS via Email	Electronic Submission of APPROVED document to ProQuest; Survey of Earned Doctorates
January 2022	September 15, 2021	November 1, 2021	Prior to Defense Date	Defense Date Approved by December 1, 2021	Prior to Final Submission of Dissertation via Email	January 12, 2022	January 19, 2022



Dissertation Defense and Submission Deadlines: Academic Year 2021-2022

Requested Degree Conferral	Application for Graduation	Request for Dissertation Defense Date	Request for Approval of Signature Page	Dissertation Defense Date Approval	Submission of Completed Signature Page, Completed Embargo Form, and Dissertation Filing Fee to TGS	Final Submission of Dissertation to TGS via Email	Electronic Submission of APPROVED document to ProQuest; Survey of Earned Doctorates
May 2022	February 15th, 2022	March 31, 2022	Prior to Defense Date	Defense Date Approved by April 8, 2022	Prior to Final Submission of Dissertation via Email	May 6, 2022	May 12, 2022

May 2022 Timeline



Dissertation Defense and Submission Deadlines: Academic Year 2021-2022

Requested Degree Conferral	Application for Graduation	Request for Dissertation Defense Date	Request for Approval of Signature Page	Dissertation Defense Date Approval	Submission of Completed Signature Page, Completed Embargo Form, and Dissertation Filing Fee to TGS	Final Submission of Dissertation to TGS via Email	Electronic Submission of APPROVED document to ProQuest; Survey of Earned Doctorates
 August 2022	August 15, 2022	June 20, 2022	Prior to Defense Date	Defense Date Approved by Dissertation Chair Only	Prior to Final Submission of Dissertation via Email	August 15, 2022	August 22, 2022

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 request to apply for the University's End-of-Semester policy through The Graduate School (TGS). 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 (See <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 then be conferred at the end of the updated graduation term (May or August). Please 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.

Students must contact TGS at docstudy@montclair.edu to discuss their eligibility for this policy.

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 Suggested Timelines for Dissertation Defense and Completion information (pages 16-20), the student can consult with the Dissertation Chair and members of the Dissertation Committee to select a date for the dissertation defense.

For a dissertation to be ready for defense, the whole dissertation, including the chapters on data analysis, conclusions/discussion, and the abstract, must be complete. The student and Committee must resolve substantive missing elements of the written dissertation, such as data, analysis, or interpretation, prior to the oral defense. The document should also include the formatting elements required by this Manual so that The Graduate School can check for any errors. All references, citations, and other formatting derived from APA Style or other applicable styles as dictated by the program must also be included. This submission is not the final draft of the dissertation. However, only a limited number of edits should take place after the pre-defense submission to The Graduate School, because of feedback given from the committee during the defense. Please keep in mind that the student will need to carry out a second and final submission of the dissertation, as is described later in this Manual.

By the time the dissertation is approved for defense by the Dissertation Committee Chair, the student should have spent at least a full semester meeting with the committee members collectively or individually and receiving substantive feedback on the different sections or chapters. The expectation should be that the student will pass with no substantive revisions; the need for substantive revisions should be an exception and not the norm.

2. The student and Dissertation Chair will then review the dissertation for compliance with formatting guidelines set forth by this Manual.
3. The student will submit “*FORM E - Application for Dissertation Defense Date*” to The Graduate School, indicating the date of the tentative defense. The form must be accompanied by an electronic copy of the student’s dissertation. Prior to submitting the form, the student must provide each committee member with a copy of their dissertation.

4. If the Dean of The Graduate School agrees that the student is ready for 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 sample signature page in APPENDIX 3. The formatting of this page must be approved by The Graduate School **BEFORE** the student acquires the committee members' signatures, and only the approved page by The Graduate School should be signed. The approved page will then be inserted into the final electronic copy of the dissertation. In order to obtain signature page approval, the student must e-mail the formatted page as a Word document or PDF file to The Graduate School at docstudy@montclair.edu.
6. Upon approval of the signature page by The Graduate School, students must circulate the page among the Dissertation Committee after defense. As of the 2020-2021 academic year, all signatures can now be obtained electronically as was aforementioned in this Manual.

AT THE DISSERTATION DEFENSE

The procedure is as follows:

1. Attendance by the candidate and ***all*** members of the dissertation committee is required. For the 2021-2022 academic year:
 - Online defenses can continue via Zoom.
 - On campus defenses will be an option.
 - If a defense takes place on campus, social distancing, masking, and any other Covid-19 institutional guidelines must be strictly enforced.
 - Students and their advisors should take into account that some committee members may choose to attend an on-campus defense virtually. Those committee members attending virtually should do so with a video-conferencing software (e.g. Zoom) that will allow them to fully participate in the defense.
 - Guests and the general public will not be allowed to attend an on campus defense; they can attend it via Zoom.
 - TGS will monitor the situation throughout the year, and will discuss with the Program Directors any potential changes to these guidelines.
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 requiredThe 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 and to be inserted into the final document when appropriate.

AFTER THE DISSERTATION DEFENSE: FINAL STEPS

The Graduate School Montclair State University

Attention PhD Students:

Final Manuscript Submission and Post-Submission Instructions

The Required Final Stages to be Cleared for Graduation by the Registrar

Congratulations! You have successfully defended your dissertation and are now getting ready to complete the final dissertation submission stages to be cleared for degree conferral. The next step is to follow each of the stages listed on the checklist below and read all directions closely!

Please be advised that this checklist does **not** include any of the Commencement ceremony items. You should be receiving separate emails from the appropriate MSU departments that are organizing the ceremony. Please check your email regularly for more information regarding Commencement. You can refer to the official Commencement webpage at <https://www.montclair.edu/commencement/> or email Susan Hagen at hagens@montclair.edu for additional information.

If you have any further questions or concerns about the final manuscript submission and post-submission process, please contact The Graduate School via email at docstudy@montclair.edu or Associate Dean Lejter at lejter@montclair.edu for more information.

STAGE 1: Final Review of the Manuscript Before Final Submission

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

- ☐ 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?
- ☐ Are all fonts in Times New Roman, size 12, and black, unless otherwise indicated in mystyle 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?
- ☐ Has the formatting of my signature page been approved by Jenny Haber?
- ☐ If my signature page has already been approved by Jenny Haber, has it been signed by all of my committee members post-defense?
- ☐ Has the formatting of my dissertation's prefatory pages been approved by Jenny Haber?
- ☐ Have I met with Jenny Haber at least once to verify my dissertation is formatted correctly?

If you have answered “NO” to any of these questions, please revise your document as is necessary or reach out to Jenny Haber for assistance (see her contact information below). As was aforementioned, 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.

If you have not already done so, please contact Jenny Haber to verify with her that your signature page, dissertation prefatory pages, and overall manuscript formatting are correct. She is the one who will be approving your final manuscript and making sure it adheres to The Graduate School's guidelines, so it is better to meet with her sooner rather than hear from her later. You can reach Jenny Haber via email at haberj2@montclair.edu.

STAGE 2: Final Manuscript and ETD Form Submission to The Graduate School

When you have already completed all items from **STAGE 1**, then you can submit the final version of your dissertation as a PDF file along with your filled out [Electronic Thesis and Dissertation \(ETD\) Release Form \(also referred to as the Embargo Form\)](#) as a PDF file to docstudy@montclair.edu. Click [here](#) to access the form. The form can also be located on The Graduate School website at montclair.edu/graduate/forms.

Once we have received both documents as PDF files, we will then review both of them and inform you if you need to make any further edits. In the case that your dissertation does not meet formatting guidelines, we will return it back to you for editing. This process may delay the date of degree conferral. Once your final manuscript and ETD Form have been approved, you will receive an email from docstudy@montclair.edu formally approving your materials.

Please Note: The ETD Form (or Embargo Form) is used when you would like to delay the publication release of your dissertation. Normally, the reasons to place an embargo on the release of your manuscript vary. Some students decide to use the Embargo Form because they are waiting for a patent of something described within their dissertation, and making the dissertation public through ProQuest would interfere with that. Students may also decide that they wish for their work to be published in whole or in part at a later date because they are working on related research endeavors that they would like to be published first.

Doctoral students are also required to submit a Dissertation Filing Fee through the [Student Fee Payment Portal](#) in Slate. Details regarding this fee are listed below:

Fee	Cost	Due Date	Payment Details
Dissertation Filing Fee	\$100	Upon receipt of notification from TGS that the payment is due.	Student must submit a Dissertation Filing fee to The Graduate School. In order to access the online payment system, once you receive notification that the payment is due, please log in with your NetID and password using this link . This should take you to a page with information about your outstanding fee, as well as a link to pay online with a credit card.

STAGE 3: [Electronic Submission of the Final Manuscript to ProQuest](#)

You are responsible for submission of the dissertation to ProQuest once it has received final approval from The Graduate School. All candidates for doctoral degrees at Montclair State University are required to publish their dissertations through ProQuest ETD Administrator. Publication through UMI allows other researchers to order copies of the dissertation.

Please Note: The dissertation must be approved by The Graduate School **BEFORE** the student submits it electronically to ProQuest.

Once **STAGES 1 and 2** have been completed and you have been given official approval from The Graduate School to proceed with **STAGES 3 and 4**, you can refer to [page 30](#) of this document for ProQuest submission instructions. Please note that you will be charged a fee of \$75 on the ProQuest website during the submission process.

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.

Details regarding the fee to submit your final manuscript to ProQuest are listed below:

Fee	Cost	Due Date	Payment Details
ProQuest Submission Fee	\$75	During ProQuest submission Process.	Student will be charged a submission fee from ProQuest when the dissertation is submitted electronically. This fee is to be paid online via credit card during submission to the website.

STAGE 4: Survey of Earned Doctorates (SED)

After you complete the electronic submission process via ProQuest, you will be required to complete the Survey of Earned Doctorates (SED). 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 in understanding which specialty areas doctorates are earned in and the post-graduation employment plans of those who completed their doctoral degrees. Results are used by the 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 website: <https://sed-ncses.org/>. Upon completion of the survey, you must notify The Graduate School, in writing via email, that you have completed this requirement.

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 are worth mentioning:

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. Once you obtain the signatures from your committee members, submit the signature page to The Graduate School. Once the Dean of The Graduate School signs the signature page, we will send it to you electronically. For 2021-2022, this entire procedure can take place electronically using Adobe certified signatures as described in this Manual.

Step 2: Once authorized to do so by your Dissertation Chair, please email 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.etsadmin.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.

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.etsadmin.com/montclair.

Step 12: Click on the “My ETD” tab in the top navigation bar, then the “Submit by ETD” tab, and finally 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 \$75.00 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 \$75.00 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 regarding their intentions to attend **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 1: FORMS A – F

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: docstudy@montclair.edu

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
3. Successful performance on the qualifying assessment.

☐ 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

FORM B

THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
APPROVAL OF THE DISSERTATION COMMITTEE

Return the completed form, with all signatures, to: docstudy@montclair.edu

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. 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 _____

FORM C

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

Return the completed form, with all signatures, to: docstudy@montclair.edu

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: docstudy@montclair.edu

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: docstudy@montclair.edu

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: docstudy@montclair.edu

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).

Signature, Dean of The Graduate School or Designee

Date

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

APPENDIX 2: ETD (EMBARGO) FORM AND COMPLETED ETD FORM EXAMPLE

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: _____



The Graduate School MONTCLAIR STATE UNIVERSITY

1 Normal Ave
Montclair, NJ 07043
Phone: 973-655-5147
Fax: 973-655-7869
www.montclair.edu/graduate

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	John Smith
CWID	12345678
Degree Conferred Year	2022
Degree Conferred Month	May
Degree Type	PhD
Program	Counseling
Department	Counseling
College / School	College of Education and Human Services

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: **John Smith** Digitally signed by John Smith
Date: 2021.07.23 17:39:24
+04'00'

Date:

MM/DD/YY

APPENDIX 3: SIGNATURE PAGE EXAMPLE

MONTCLAIR STATE UNIVERSITY
THE GRADUATE SCHOOL
DISSERTATION APPROVAL

We hereby approve the Dissertation

The Role of Compulsive Texting in the Academic Functioning
of

John P. Smith

Candidate for the Degree:

Doctor of Philosophy

Graduate Program:
Counseling

Dissertation Committee:

Certified by:

Dr. Michael S. Silverman
Dissertation Chair

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

Dr. Patricia X. Smith

Date

Dr. Frieda F. Friedman