



## Dissertation or Thesis Committee Selection Form

**Instructions:** Complete the following three sections as soon as the Dissertation or Thesis Committee has been identified. Submit copies to the Dissertation or Thesis Committee Chairperson and the dean of your academic school. Retain one copy for your files.

### Section I – Student Information

_____ Name	_____ Student ID Number
_____ Local Address	
_____ Local Phone Number	_____ Cell Phone Number
_____ Program	

### Section II – Dissertation or Thesis Committee Membership

_____ Committee Chairperson	
_____ Committee Member	
_____ Committee Member	

### Section III – Signatures

_____ Committee Chairperson	_____ Date
_____ Program Director/Coordinator	_____ Date



## Doctoral Preliminary Exam Approval Form

Dissertation Title: \_\_\_\_\_

\_\_\_\_\_

Candidate: \_\_\_\_\_

Date of Preliminary Exam: \_\_\_\_\_

This candidate has successfully completed the preliminary exam in partial fulfillment of the requirements for the doctoral degree at Philadelphia University.

Name:

Signature:

\_\_\_\_\_  
Committee Chairperson

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
School Dean

Date Approved: \_\_\_\_\_



## Schedule of Dissertation or Thesis Defense Form

**Instructions:** Doctoral and master's candidates are responsible for scheduling a date and time for the doctoral dissertation or master's thesis defense with their committee. With the approval of the Dissertation or Thesis Committee Chairperson, doctoral and master's candidates will secure the signatures of each Dissertation or Thesis Committee member and submit this form to the associate provost at least seven (7) calendar days before the scheduled defense. Upon receipt of this form, the associate provost will post the date, time and location of the dissertation or thesis defense. Attach one copy of your dissertation or thesis when submitting this form.

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Candidate

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Program

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Dissertation or Thesis Title

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Date & Time of Defense                      Building & Room Location of Defense

Name:    Signature:

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Committee Chairperson

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Committee Member

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Committee Member

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Date Received by Associate Provost                      Date Posted



## Posting of Doctoral Dissertation or Thesis Defense

TO: Campus Community

FROM: Lloyd Russow, Ph. D., Associate Provost

DATE:

RE: Posting of Doctoral Dissertation or Master's Thesis Defense

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Candidate

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Program

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Dissertation or Thesis Title

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Date & Time of Defense

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Building & Room Location of Defense

# Instructions for Dissertation and Thesis Approval Forms

## Master's Thesis Approval Form

**Instructions:** The master's candidate is responsible for obtaining the signatures from all thesis committee members. The candidate must submit at least three copies of this form on acid-free paper with at least three final copies of the thesis. All information (except signatures) on this form **must** be typed, not handwritten.

## Textile Design Master's Thesis Approval Form

**Instructions:** The Textile Design master's candidate is responsible for obtaining the signature from the thesis advisor. The candidate must submit at least three copies of this form on acid-free paper with at least three final copies of the master's thesis. All information (except signatures) on this form **must** be typed, not handwritten.

## Doctoral Dissertation Approval Form

**Instructions:** The doctoral candidate is responsible for obtaining the signatures from all dissertation committee members. The candidate must submit at least three copies of this form on acid-free paper with at least three final copies of the dissertation. All information (except signatures) on this form **must** be typed, not handwritten.

Degree conferral occurs three times per year - in May, August and December. The student must have completed all degree requirements before the deadline for that degree period, including submission of the dissertation or thesis to the Office of the Provost. No exceptions are made. **The only entries appropriate for "Month & Year of Degree Conferral" are: May 20xx; August 20xx; or December 20xx.**

**Please use the MS Word versions of these forms in order to change the font on the forms to match the font you are using for your dissertation or thesis.**



## Master's Thesis Approval Form

Thesis Title: \_\_\_\_\_

\_\_\_\_\_

Candidate: \_\_\_\_\_

Program: \_\_\_\_\_

Date of Defense: \_\_\_\_\_

Month & Year of Degree Conferral: \_\_\_\_\_

This thesis is accepted by the Faculty of Philadelphia University in partial fulfillment of the requirements for the degree of Master of Science.

Name:	Read and Approved By: (Signature)
_____	_____
Committee Chairperson	

_____	_____
Committee Member	

_____	_____
Committee Member	

_____	_____
Committee Member	

_____	_____
School Dean	

Date Approved: \_\_\_\_\_



## Textile Design Master's Thesis Approval Form

Thesis Title: \_\_\_\_\_  
\_\_\_\_\_

Candidate: \_\_\_\_\_

Date of Textile Design Exhibition: \_\_\_\_\_

Month & Year of Degree Conferral: \_\_\_\_\_

This thesis is accepted by the Faculty of Philadelphia University in partial fulfillment of the requirements for the degree of Master of Science.

Name: \_\_\_\_\_ Read and Approved By: (Signature) \_\_\_\_\_

Thesis Advisor \_\_\_\_\_

School Dean \_\_\_\_\_

Date Approved: \_\_\_\_\_



## Doctoral Dissertation Approval Form

Dissertation Title: \_\_\_\_\_  
\_\_\_\_\_

Candidate: \_\_\_\_\_

Date of Defense: \_\_\_\_\_

Month & Year of Degree Conferral: \_\_\_\_\_

This dissertation is accepted by the Faculty of Philadelphia University in partial fulfillment of the requirements for the degree of Doctor of Philosophy.

Name:

Read and Approved By: (Signature)

\_\_\_\_\_  
Committee Chairperson

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
School Dean

Date Approved: \_\_\_\_\_



## Results of Dissertation or Thesis Defense Form

**Instructions:** The Dissertation or Thesis Committee Chairperson must submit this form within three (3) calendar days of dissertation or thesis defense to the school dean.


Dissertation or Thesis Title: \_\_\_\_\_

\_\_\_\_\_

Candidate: \_\_\_\_\_

Date of Defense: \_\_\_\_\_

\_\_\_\_\_

Results of Dissertation or Thesis Defense - Check one: 

\_\_\_\_\_ the candidate has passed the dissertation or thesis defense

\_\_\_\_\_ the candidate has passed conditionally the dissertation or thesis defense (conditions for passing the dissertation or thesis defense must be listed here or in an attached memorandum)

\_\_\_\_\_ the candidate has failed the dissertation or thesis defense

Name:

Signature:

\_\_\_\_\_

Committee Chairperson

\_\_\_\_\_

School Dean

Date: \_\_\_\_\_



## Dissertation or Master's Thesis Binding Instructions Form

**Instructions:** The candidate is responsible for dissertation or thesis binding costs. Three copies are required and remain with the university (one each to the school associated with the program, the committee chair, and the library), but you may order additional copies for yourself. Please indicate the number of copies you would like bound below. This form and the final copies of the dissertation or thesis are to be delivered to the Office of the Provost. (All copies of your dissertation or thesis must be on acid-free paper.)

Dissertation or Thesis Title: \_\_\_\_\_

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Candidate: \_\_\_\_\_

Cost of required three bound copies: \$100

Number of additional copies (cost of each additional copy is \$30): \_\_\_\_\_

(Your student account will be billed for the amount indicated.)

Cell/telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

(The binding is carried out twice each year, so please provide us with an e-mail address that will be maintained for at least the next 8 months. When the binding is complete, we will use this address to inform you and ask that you pick up the copies from the Provost's Office. If a long-term e-mail address is not available, please provide a permanent traditional mail address below – street, city, country, and postal or zip code.)

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Permanent Traditional Mailing Address

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Candidate Signature

Date

Cc: Student accounts; student; file; original to accompany dissertation or thesis copies.