



Roosevelt University

## Dissertation/Doctoral Project/Thesis Transmittal Information For Master's and Doctoral Candidates

Roosevelt University students whose graduate or doctoral program requires the completion of a thesis or dissertation/doctoral project are required to follow the guidelines in this document.

### 1. Documentation of Approval

After students have met all program thesis/dissertation/doctoral project requirements (e.g. an oral defense and/or revisions required by committee chair/advisor or committee members), students should obtain documentation of approval on the “Dissertation/Thesis Transmittal Form for Master’s and Doctoral Candidates” available at the end of this document.

A print copy of this completed form should be submitted to the graduate student’s program when all thesis/dissertation/doctoral project requirements have been satisfied. A student’s committee chair/thesis advisor will direct students to whom the form should be submitted.

### Deadlines

A completed transmittal form must be received by the Registrar’s Office by the following dates for degree conferral for the same semester:

Spring – April 1

Summer – August 1

Fall– November 1

### 2. Format

All theses, doctoral projects, and dissertations must conform to the style required by the academic discipline in which they are written, the university’s title page template, and any program-specific formatting requirements. **A sample of the university’s title page template appears at the end of this document.** Students should consult their committee chair/thesis advisor if they are unsure of any program specific-formatting requirements or which style manual should be used. The university library also provides assistance with disciplinary style guide questions.

### 3. Post-transmittal form submission requirements

#### University Archives and UMI/ProQuest

Students are required to submit the final version of their approved thesis, dissertation, or doctoral project electronically to the University Archives. The University Archives will store an electronic or paper copy of student theses/dissertations/doctoral projects. Students will receive information from their program about how to submit their work to both the library and UMI/ProQuest upon submission of a completed “Dissertation/Thesis Transmittal Form for Master’s and Doctoral Candidates”. Programs may also require students to upload their work to UMI/ProQuest for publication.

Student may purchase a bound copy of their work directly from UMI/ProQuest.

#### RTI/Survey of Earned Doctorates (SED)

Doctoral students should complete the Survey of Doctorates, which collects data on students completing non-practitioner, research-based doctoral programs. The link to complete the survey will be given to students by their program upon submission of the “Dissertation/Thesis Transmittal Form for Master’s and Doctoral Candidates”.

#### IRB Termination Form

At the conclusion of their study, those students who obtained IRB approval for their research need to submit an IRB termination form to the IRB chair. See Roosevelt University’s IRB webpage to obtain the form.

{Sample Title Page}

Roosevelt University

{Title of your thesis, dissertation, or doctoral project}

A {thesis, dissertation, or doctoral project} Submitted to  
The Faculty of the {your College; e.g. College of Arts and Sciences}

in Candidacy for the Degree of

Master of Arts {your degree}

in Sociology {your department}

by

Jane Doe {your full name}

Chicago, Illinois

May 2017 {month of Submission, Year}

{NOTE: you may use underline or bold face, and you may vary the size of type on the title page.}



# Roosevelt University

## Dissertation/Thesis Transmittal Form for Master's and Doctoral Candidates

**Due Dates:** A completed transmittal form must be received by the Registrar's Office by the following dates for degree conferral for the same semester: Spring – April 1; Summer – August 1; Fall– November 1

### STUDENT INFORMATION

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Primary Phone \_\_\_\_\_ RU Email \_\_\_\_\_

Alternate Phone \_\_\_\_\_ Personal Email \_\_\_\_\_

### DISSERTATION/DOCTORAL PROJECT/MASTER'S THESIS INFORMATION

Doctoral Dissertation/Doctoral Project  Master's Thesis

Department \_\_\_\_\_ Program of Study \_\_\_\_\_

*(Please circle)*

Dissertation/Thesis title: \_\_\_\_\_

IRB Approval Number *(leave blank if not applicable)* \_\_\_\_\_ Date Of Final Defense \_\_\_\_\_

### Inclusion Information \*DOCTORAL ONLY\*

Type of Bachelor's degree: \_\_\_\_\_ Year Conferred: \_\_\_\_\_

Institution \_\_\_\_\_ Major: \_\_\_\_\_

Type of Master's degree: \_\_\_\_\_ Year Conferred: \_\_\_\_\_

Institution \_\_\_\_\_ Major: \_\_\_\_\_

#### **Commencement Ceremony Information:**

Please select the term and year of the ceremony in which you plan to participate:

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ I do not plan to attend \_\_\_\_\_

Doctoral degree Conferral Date (the term and the year you will complete ALL degree requirements):

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Program: EdD \_\_\_ PhD \_\_\_ PsyD \_\_\_

STUDENT NAME: \_\_\_\_\_

**COMMITTEE/ADVISOR SIGNATURES**  
*(to be completed by faculty)*

Committee Chair/Thesis Advisor :

\_\_\_\_\_ Type or Print Name

I have approved this dissertation/thesis

\_\_\_\_\_ Signature

Committee Member 1 (where applicable):

\_\_\_\_\_ Type or Print Name

I have approved this dissertation/thesis

\_\_\_\_\_ Signature

Committee Member 2 (where applicable):

\_\_\_\_\_ Type or Print Name

I have approved this dissertation/thesis

\_\_\_\_\_ Signature

**Dissertation/Doctoral Project/Thesis Grades**

*(The committee chair/thesis advisor should indicate which grade should be recorded by the Office of the Registrar for all original and continuation registrations pertaining to the student's project)*

Dissertation or Thesis Course Grades:

P\_\_\_\_\_ Fail \_\_\_\_\_

**Post-Submission Requirements**

Upon submission of a completed Transmittal form, students will be sent instructions, by their program, on how to submit their work to the Roosevelt University Archives and UMI/ProQuest. Doctoral students will also receive information about how to take the Survey of Earned Doctorates. Students whose dissertation/doctoral project or thesis required IRB approval are required to forward an IRB termination form to the IRB Chair. Programs should retain a copy of the transmittal form and forward the original to Sarah Willis (Asst. Registrar, Graduate Services; Mailstop: WB 1M14; swillis@roosevelt.edu).