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.

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.
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

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
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<tbody>
<tr>
<td>Student Name</td>
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<tr>
<td>Primary Phone</td>
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<td>Alternate Phone</td>
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<thead>
<tr>
<th>DISSERTATION/DOCTORAL PROJECT/MASTER’S THESIS INFORMATION</th>
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<tbody>
<tr>
<td>Doctoral Dissertation/Doctoral Project</td>
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<tr>
<td>Department</td>
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<td>(Please circle)</td>
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<tr>
<td>Dissertation/Thesis title:</td>
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<tr>
<td>IRB Approval Number</td>
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Inclusion Information

*DOCTORAL ONLY*

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<td>Institution:</td>
<td>Major:</td>
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<td>Institution:</td>
<td>Major:</td>
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Commencement Ceremony Information:

Please select the term 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 ____

1 of 2
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).