

The Graduate School
Montclair State University

Doctoral Procedures Manual:
From Candidacy to Graduation

for
Doctoral Candidates and Doctoral Faculty

Academic Year: 2023–2024

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NOTE TO READER

The checklists within this document are provided for convenience. This document should be read 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 (TGS) website under "Forms for Doctoral Candidates" at

<https://www.montclair.edu/graduate-students/doctoral-students/>

For processing involved forms, most will be emailed to the individuals on the distribution list at the bottom of each form, and typically submitted to TGS at docstudy@montclair.edu, though one (**Forms G/H**) will be submitted directly via the Doctoral Tracking System (DTS). Emailed forms will be uploaded to DTS by TGS, which is accessible to all Doctoral Program Directors (DPD, or comparable program administrator) and indicated dissertation chairs.

Please note that individual doctoral programs may have additional or more stringent requirements than those outlined in this manual. Students should confer with their Doctoral Program Director to learn about any program-specific policies and procedures that exceed the minimums required by TGS.

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

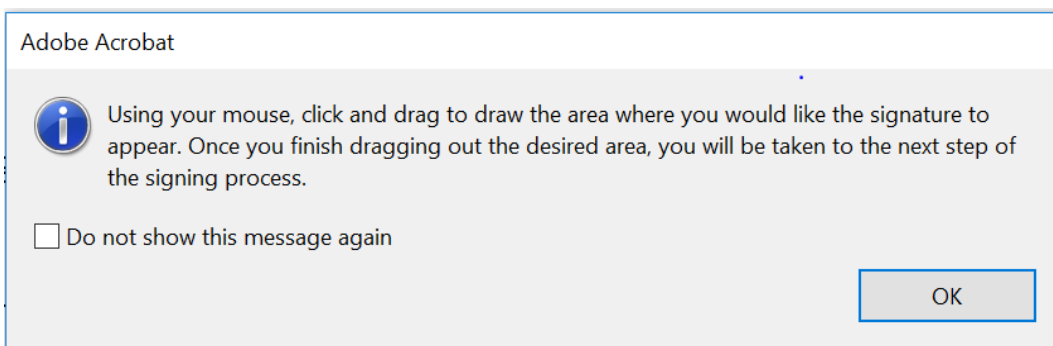
ELECTRONIC SUBMISSION OF FORMS

Students and faculty are required to submit all forms electronically to docstudy@montclair.edu. Students, faculty, and staff should seek certified electronic signatures using **Adobe Acrobat or a comparable program**. Follow the instructions below for a short tutorial on how to insert electronic signatures into a PDF document using Adobe Acrobat.

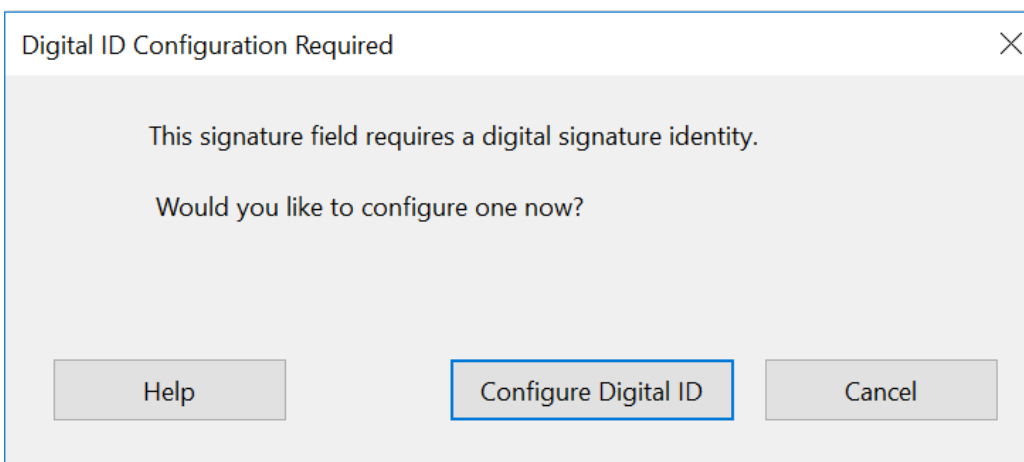
Please Note: Once an Adobe document is first signed following the instructions below, it cannot be modified except to add more certified signatures.

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	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="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:

Sign as "Nelly Lejter" ×

Appearance Standard Text ▼

Create

Nelly
Lejter

Digitally signed
by Nelly Lejter
Date: 2020.03.16
08:59:08 -04'00'

☐ Lock document after signing

[View Certificate Details](#)

Review document content that may affect signing

Review

Back

Sign

- 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

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 along with a record of the qualifying assessment or summary assessment to The Graduate School for approval docstudy@montclair.edu.

1. Once **FORM A** has been approved and returned, the student is admitted to candidacy.

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

TGS approves of dissertation committee composition in consultation with DPDs. The dissertation committee is composed of a minimum of three and a maximum of five members, at least two of whom must be full-time Montclair State University (MSU) faculty members.

1. Once admitted to doctoral candidacy, a student will identify a preferred dissertation chair as the first member of the committee. The chair must be a faculty member in the student's program and hold doctoral faculty status. Dissertation co-chairs may be permitted by The Graduate School in extenuating circumstances. Some doctoral programs may assign a mentor or research chair upon admission. Students should contact the DPD for program-specific procedures.

In consultation with the committee chair, a student should seek other appropriate professionals to serve as committee members. All dissertation committee members should hold a doctoral degree and serve as full-time faculty at MSU. In addition, some programs have additional specific requirements for who must serve on the committee membership. Consult with your Doctoral Program Director regarding program-specific guidelines.

2. The student will file for Dissertation Committee approval through The Graduate School by submitting **FORM B - Approval of the Dissertation Committee**.
3. If an outside committee member is desired, a request for TGS approval of each such member should be submitted by the student and DPD, via **Form C – Request for Approval of an Outside Dissertation Committee Member**, submitted at the same time **FORM B** is submitted, and with a copy of each such professional's CV.
4. An approved exception by TGS is required for an *Outside Dissertation Committee Member*, which is defined as **any individual who does not hold full-time faculty status at Montclair State University**. This may include a member of the MSU community who does not hold full-time faculty status (e.g., an adjunct professor), or someone from outside of the MSU community (e.g., a doctoral-level professional working in a relevant industry). No more than one outside dissertation committee member can be among the minimum three faculty members, at the discretion of committee chair and program chair. An outside committee member must hold a doctoral degree or, in exceptional circumstances, equivalent appropriate experience and/or recognition.

Responsibilities of the Dissertation Committee Chair include:

- Guiding the doctoral candidate to:
 - determine a realistic timeline for completion of the dissertation, setting clear expectations for timely completion;

- select methods and procedures for data collection and analysis; and
- prepare for the oral defense.
- Engaging committee members in providing feedback to the student during the dissertation writing period and in preparation for the oral defense.
- Providing feedback on written drafts in a timely fashion, and according to any written program plans.
- Being responsive to student communications.

Responsibilities of Dissertation Committee Members include:

- Reading drafts and providing substantive, meaningful, and timely feedback when requested by the chair and during the oral defense.
- Providing rationales for supportive and critiquing feedback on drafts.
- Discussing with the student and Chair any major concerns that could affect the success of the oral defense.

Responsibilities of the Student in the Dissertation preparation phase include:

- Preparing drafts and prepare adequately for meetings with the Chair and Committee members.
- Maintaining regular (at least biweekly) communication with the Chair to keep them informed of progress and challenges.
- Consulting with the Chair before contacting the full committee. however, at the direction of the chair, students are encouraged to communicate individually with each Committee member frequently and seek their feedback and advice, especially in their areas of expertise as relevant to the dissertation.
- Following all procedural steps required by TGS and included in this document, to ensure compliance with all appropriate deadlines, as well as program-specific policies and procedures.
- Willingly accepting constructive feedback and incorporating such feedback and revising written drafts as appropriate.
- Approaching all meetings with committee members in a collegial and collaborative manner.

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

Note: It is important that the Chair and Dissertation Committee members engage with the student well in advance of the expected dissertation defense date. The graduation timelines in this Manual illustrate this involvement.

REGISTERING FOR DISSERTATION ADVISEMENT OR ADVISEMENT EXTENSION

1. Upon admission to doctoral 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 from TGS, 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, determined through collaboration with their dissertation chair or DPD, using **Forms G/H (Dissertation Advisement or Advisement Extension Application)**, which is submitted electronically by the student directly in DTS.
3. Upon electronic submission of **Forms 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 Office of the Registrar for processing. The student will receive electronic notification that the form has been submitted to the Registrar.

Note: As described in the *Graduate Policy Manual*, Students enrolled in the below courses are considered full-time status regardless of the number of credits for which they are registered. This may have a broad impact, including eligibility for both financial aid and university-sponsored health insurance. However, 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 to enroll. In addition, Dissertation Extension is not eligible for tuition remission via university-funded assistantships.

Course	Description
Dissertation Advisement (XXXX-900) Minimum of 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, they must register for XXXX 901. Students must complete Forms G/H to register for this course.

XXXX-901 Dissertation Advisement Extension (2) (3)** 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 Forms 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.
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Note: Dissertation Advisement and Advisement Extension will be graded by the chair as “S” (satisfactory) while the dissertation is in progress, if metrics for time and quality have been met. The chair will upgrade this grade to a “P” (pass) or “F” (fail) at the end of the student’s program.

THE DISSERTATION PROPOSAL

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. TGS recommends that students adhere to the formatting guidelines set forth in this document from the start of their work to simplify the process.
2. Once the Dissertation Chair has indicated to the student that the dissertation proposal is ready for oral defense, the defense date will be scheduled by the Dissertation Chair.
3. Upon approval of **FORM D by the Committee**, the student should file for approval (if required for the student's dissertation project. The Dissertation Chair has the discretion to waive this requirement that the student wait until the proposal is approved prior to filing for IRB approval.
4. Once the student's proposal has been approved by the Dissertation Committee, and IRB approval has been granted if applicable, the student then submits **FORM D - Approval of the Dissertation Proposal**, along with a copy of the proposal and IRB approval record, to The Graduate School for approval.
5. **Form D** will be returned to the student, indicating whether the proposal has been approved by TGS.
6. 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 **Institutional Animal Care and Use Committee (IACUC)** approval. The form for submission of the proposal to the IACUC is available at <http://www.montclair.edu/provost/iacuc/>.

Note: Students must have an approved Dissertation Proposal on file with TGS at least one semester prior to requesting a Dissertation Defense Date.

DETAILS OF THE DISSERTATION PROPOSAL

After the student has been admitted to doctoral candidacy and has filed **Form B** (and if applicable, **Form C**), the student is eligible to begin to work on the dissertation proposal. The proposal may include:

- Statement of the problem/inquiry
- Justification for the proposed research
- Relevant prior research
- Procedures and methods of research/inquiry
- Data sources, if relevant
- Projected findings
- Reference list
- Acknowledgement of source of funding (if applicable)

A formal oral 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.

Note: It is the student’s responsibility to obtain IRB approval for any research involving human subjects prior to commencing with such a project.

A dissertation defense may not occur in the same semester as the approval of the dissertation proposal. A student must have an approved dissertation proposal within one year of advancement to doctoral candidacy for students with a 7-year matriculation limit and **within 3 years of advancement to candidacy for students with a 10-year matriculation limit**. Students who enter the doctoral program without an applicable Master’s Degree are eligible for a 10-year matriculation limit. If this condition is not met, the student’s matriculation status will be reviewed by the Graduate School in consultation with the DPD and Dissertation Chair.

THE DISSERTATION POLICIES

All PhD students are required to complete a dissertation pertaining to a significant topic in the major field. The doctoral dissertation should be original, significant, and carried out independently (though with advising from the dissertation committee). The dissertation must be a written work of original research, demonstrating the doctoral 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 doctoral candidacy (i.e., **Form A** has been approved), the dissertation process begins and the committee is formed (i.e., **Form B** and, if applicable, **Form C**) if not has not yet been formed. Students should confer with their DPD and dissertation chair about program-specific 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 manual and any additional guidelines established by their department or program. To determine if one's 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 the work in a form that meets standards acceptable to one's discipline.

Plagiarism and Academic Dishonesty

Plagiarism and Academic Dishonesty in any form are unacceptable and will result in serious disciplinary action for the student, including potential 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. Please refer to the university's policy on [academic dishonesty](#).

Subject content and appropriate supervision of all aspects of the dissertation process is the responsibility of the Dissertation Chair and committee members. 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 student must receive approval from the Institutional Review Board (IRB) before conducting research that involves human subjects and before submitting the dissertation proposal (i.e., **Form D**) to The Graduate School for final approval. Research involving human participants requires an initial IRB submission through Cayuse IRB (MSU's 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

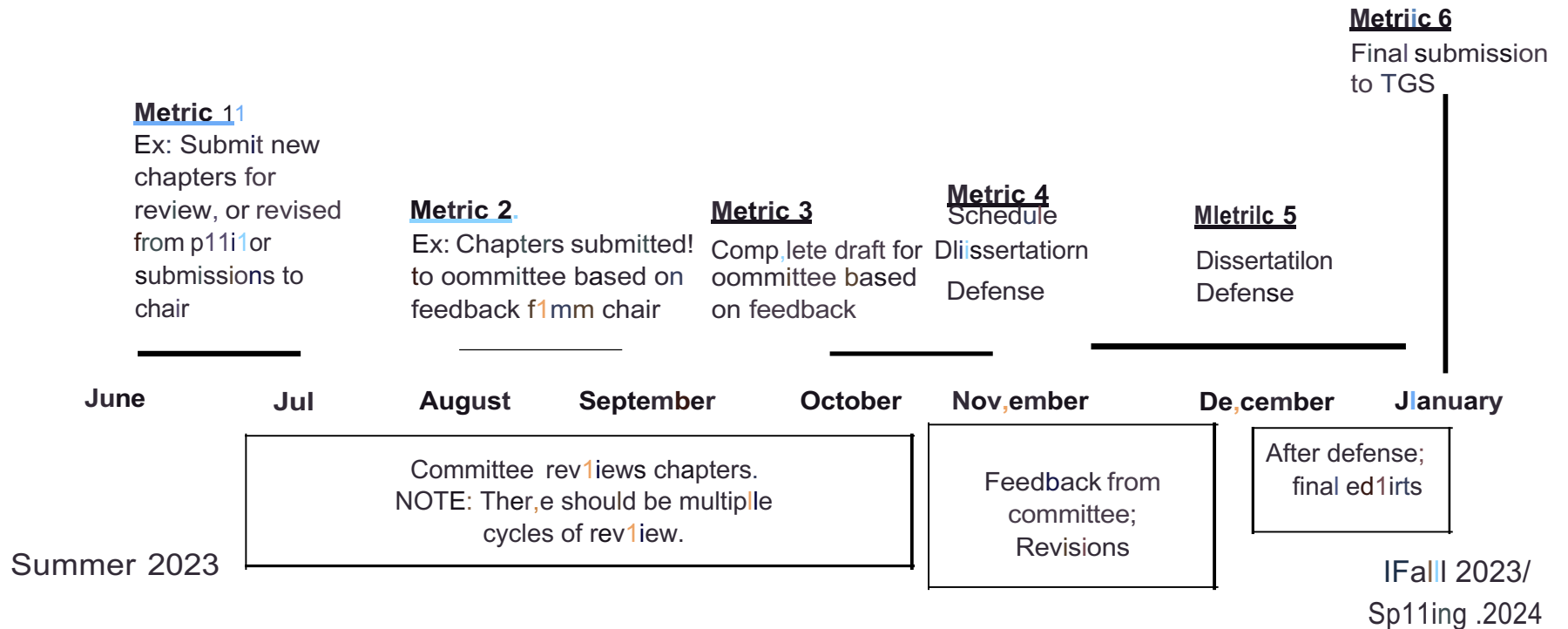
Important Notes:

The following pages illustrate the minimum timelines for students planning to graduate in January 2024 and May 2024. The examples are based on a chapters-based dissertation; articles-based dissertations can use the same timelines. The timelines 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: Students should always check their program-specific requirements regarding the recommended sequence from proposal to dissertation defense.

Timeline for January 2024 Graduation

Students should work with the Center for Writing Excellence to ensure their document follows the formatting guidelines required by their program (ex: APA style).

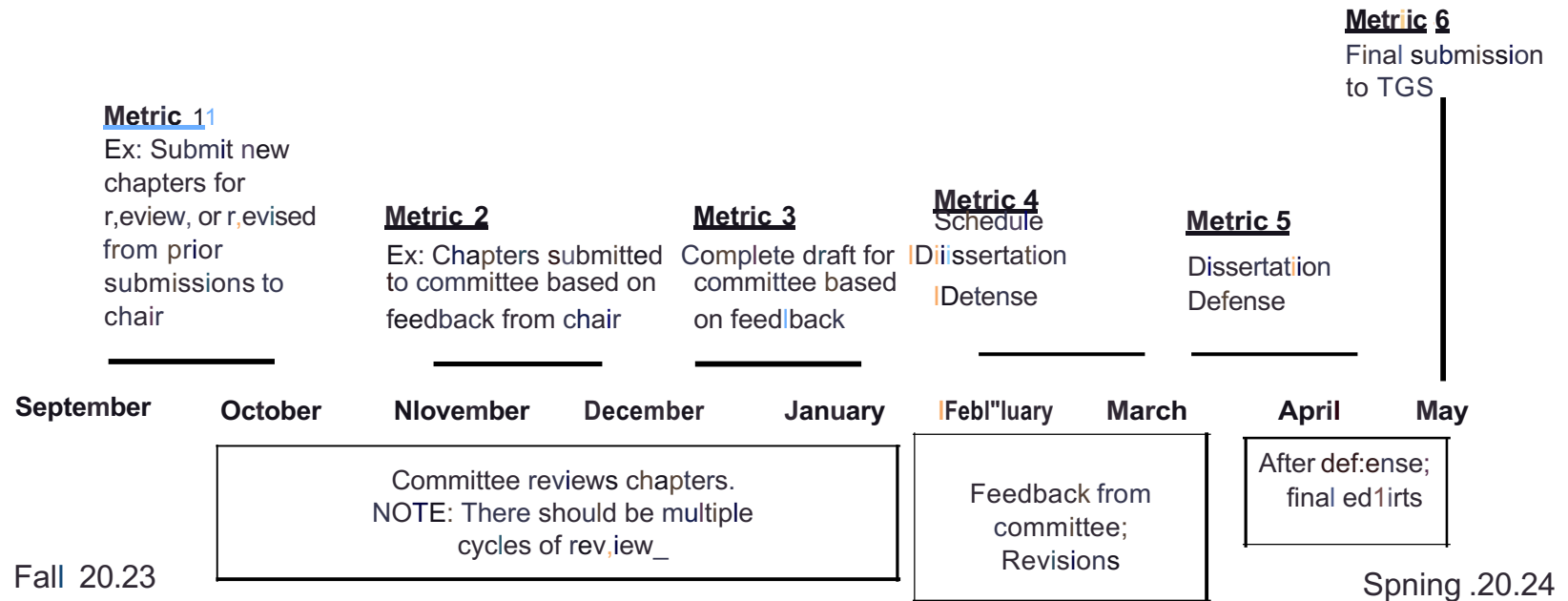


Dissertation Defense and Submission Deadlines: Academic Year 2023-2024

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 2024	Friday, December 1, 2023	Monday October 30, 2023	Prior to Defense Date	Defense Date Approved by Monday, November 13, 2023	Prior to Final Submission of Dissertation via Email	Friday December 15, 2023	Friday January 5, 2024

Timeline for May 2024 Graduation

Students should work with the Center for Writing Excellence to ensure their document follows the formatting guidelines required by their program (ex: APA style).



The Graduate School
MONTCLAIR STATE
 UNIVERSITY

Dissertation Defense and Submission Deadlines: Academic Year 2023-2024

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 to TGS	Final Submission of Dissertation to TGS via Email	Electronic Submission of APPROVED document to ProQuest: Survey of Eamed Doctorates
May 2024	Thursday, February 15, 2024	Wednesday March 1, 2024	Print to Defense Date	Defense Date Approved by Monday April 3, 2024	Print to Final Submission of Dissertation via Email	Friday May 3, 2024	Friday May 17, 2024

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 avail themselves of 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 Office of the Registrar's office to withdraw their application for graduation for the original semester and must will need to submit a new Application for Graduation via NEST for the following graduation semester (May or August) (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.

Approval for use of this policy will be granted only when the delay will be of very short duration, and generally when the circumstances for the delay are beyond the student's control. Students must contact TGS at docstudy@montclair.edu to discuss their eligibility for this policy.

PREPARING FOR THE DISSERTATION DEFENSE

1. Once the Dissertation Chair has indicated to the student that the completed dissertation is ready for defense, using the Suggested Timelines for Dissertation Defense and Completion information (pages 16–20 of this manual), the student can consult with the Dissertation Chair and members of the Dissertation Committee to select a date for the dissertation defense.
2. For a dissertation to be ready for defense, the whole dissertation—including an abstract and sections or chapters that review prior literature, set forth the methodology, report results, and discuss conclusions—must be complete in penultimate form. The student and Committee must resolve substantive missing elements of the written dissertation—such as relevant preexisting literature, methodological details, details of results, and interpretation of results—prior to the oral defense. The document should also include the formatting elements required by this manual; TGS will review for compliance with its formatting requirements. All other referencing and formatting matters should be consistent with a style guide or guides used by the student's program (e.g., American Psychological Association [APA] Style). While the written document submitted to TGS ahead of the final defense is typically not the final draft of the dissertation, only a limited number of edits should take place after the pre-defense submission to The Graduate School, based on feedback provided by the dissertation committee during the defense. The student will then yield a final draft of the dissertation, as described later in this manual.
3. By the time the dissertation is approved for defense by the Dissertation Committee, 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 their oral defense with no substantive revisions. The need for substantive revisions should be an exception and not the norm.
4. The student and Dissertation Chair will review the penultimate dissertation draft for compliance with formatting guidelines set forth in this Manual.
5. The student will submit **FORM E (Application for Dissertation Defense Date)** to The Graduate School using docstudy@montclair.edu, indicating the date of the tentative defense. The form must be accompanied by an electronic copy of the student's penultimate dissertation draft. Prior to submitting this form, the student must provide each committee member with a copy of their dissertation.
6. If the Dean of The Graduate School or their designee agrees that the student is ready for defense, the date is confirmed and the dissertation defense is finalized by the student and dissertation chair or DPD. 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/>).
7. Prior to the scheduled defense date, the student must format their **Signature Page** and submit

it to The Graduate School for approval (see sample in APPENDIX 3). The formatting of this page must be approved by The Graduate School *BEFORE* the student obtains the committee members' signatures, and only the page approved by The Graduate School should be signed. The approved page, when eventually signed by all committee members, will be inserted by The Graduate School into the final electronic copy of the dissertation. To obtain signature page approval, the student must email the formatted page as a Word document or PDF file to The Graduate School at docstudy@montclair.edu.

8. Upon approval of the signature page by The Graduate School, the students must circulate the approved signature page among the Dissertation Committee after defense for signature. Electronic signatures are allowable.

II. DISSERTATION DEFENSE PROCEDURE

1. Attendance by the candidate and *all* members of the dissertation committee is required. Online (virtual) defenses will only be approved by TGS in extraordinary circumstances.
2. Defense Observer: An impartial Doctoral Faculty Member or a representative from The Graduate School must attend the defense. The Committee Chair brings *FORM F - Report of Dissertation Defense* to the defense. The observer must be identified by the DPD. The Observer will provide information and clarification about the defense experience, should questions arise afterwards.
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

4. 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*.

All required revisions - whether via Pass or Pass with Conditions- must be completed by the student and a final assessment rendered by the Committee by the published deadline. This deadline changes annually, but is usually around January 5 for Spring and May 5 for Spring.

5. Upon a “Pass with no substantive revisions”, the Signature Page must be circulated for the committee members’ signatures by the Dissertation Chair. If the student passes with conditions or fails the defense, the Dissertation Chair should not circulate the signature page among the committee. Committee members should only sign the signature page after revisions have been submitted and accepted.

III. AFTER THE DISSERTATION DEFENSE: FINAL STEPS

1. The outcome of the defense must be indicated on **Form F (Report of Dissertation Defense)**, signed by all the dissertation committee members and DPD, and returned to TGS *within 24 hours of the defense* for final approval by the TGS Dean.
2. Upon a successful dissertation defense, the **Dissertation Approval Form/Signature Page(s)** must also be circulated by the student and chair for the committee members' signatures. Once all committee members have signed this page, indicating their approval of the final dissertation document, the page must be submitted to TGS for the TGS Dean's signature, after which it will be inserted into the final document.

Final Manuscript Submission and Post-Submission Instructions

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

You have successfully defended your dissertation you must and are now getting ready to complete the final dissertation submission steps to be cleared for degree conferral. The first such 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 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 Dissertation 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 reviewed and spellchecked the document, paying particular attention to the spelling of the title, my name, and the names of my committee members?
- ☐ Have I compared and 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 my style manual?
- ☐ Is the content of the document appropriately and consistently justified (left justified for the majority of the text, centered for headers as indicated by my style manual, etc.)?

- ☐ Have all blank pages and other extraneous spacings 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 TGS?
- ☐ If my signature page has already been approved by TGS, has it been signed by all my committee members post-defense?
- ☐ Has the formatting of my dissertation's prefatory pages been approved by TGS?
- ☐ Have I met with TGS 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 TGS at docstudy@montclair.edu for assistance (see her contact information below). 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 Christina at docstudy@montclair.edu to verify 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.

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

When you have completed all items from **STAGE 1**, then you can submit the final version of your dissertation as a PDF file along with your completed [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 TGS has received both documents as PDF files, it will review both and inform you if you need to make any further edits. If your dissertation does not meet formatting guidelines, it will be returned 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 of your materials.

Note: The ETD Form (Embargo Form) is used when you would like to delay the publication release of your dissertation. 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 process. 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:

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 your 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.

Note: The dissertation must be approved by The Graduate School *BEFORE* the student submit 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.

IV. UMI/PROQUEST

A note about University Microfilms International (UMI)/ProQuest

A dissertation must be easy to locate to be useful to other researchers. UMI's services allow researchers to conduct a computer search using the complete text of an abstract, the title of a dissertation, or *keywords* (i.e., significant words that do not appear in the title nor abstract). When submitting a dissertation to UMI, a student will be asked to select one broad subject category which most clearly describes the general content of the dissertation, and to also select keywords. It is recommended that students consult with a librarian at Sprague Library for help in identifying the appropriate categories and keywords.

UMI's most pertinent requirements are worth highlighting:

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 to be microfilmed properly.
2. Students must obtain permission letters, which must be submitted to The Graduate School, for any previously copyrighted material used in their dissertation that is beyond "fair use."
3. UMI requires dissertations to be submitted as a single document. The Graduate School also requires the inclusion of an original signature page. To facilitate this, The Graduate School has implemented the process outlined in **Steps 1–3** below.

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.

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.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 can be published, your PDF must have all fonts embedded. This guidance assumes you are writing your manuscript in Microsoft 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. **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. **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.” **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 receive a message indicating 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, you must complete the Order Copies form at this point in the process. **Note:** TGS and MSU 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.

If you skip this step and decide later that you are interested in purchasing copies of your dissertation, you will have to order them over the phone.

If you **are interested** in ordering copies of your 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. **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 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 dissertation, click the “Continue with submission” button.

Step 25: 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 you order copies of your dissertation.

Step 26: 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, contact The Graduate School at (973) 655- 52055147 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 at the University of Chicago, 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 via email that you have completed this requirement.

COMPLETION OF THE DOCTORAL DEGREE

1. Once all requirements are completed, The Graduate School will clear the candidate for graduation through the Office of the Registrar.
2. TGS will submit the final electronic copy of the dissertation to Sprague Library, 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 to be eligible for participation.
4. Appropriate doctoral regalia must be ordered through Montclair State University and worn at Commencement.

COMMENCEMENT CEREMONY

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 Commencement ceremony. If students intend to attend the Commencement ceremony, they must take the appropriate steps, including ordering regalia, responding to University 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 are required to wear appropriate academic regalia. Information regarding the purchase of regalia is provided by The Office of Special Events, in conjunction with the University Bookstore. The purchase of regalia is partially facilitated by The University Bookstore Graduate School, but is primarily managed through Oak Hall, a third-party vendor. Deadlines for ordering regalia must be strictly adhered to for participation in Commencement. All details regarding these processes are furnished to students by The Graduate School as they become available.

APPENDIX 1: FORMS A–F

Updated versions of Forms A through F can be found here:

https://drive.google.com/drive/folders/1ebEThfelfz_5I71m_wj6BgY4uWpKbJf9?usp=sharing

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

Rev. 8/11/20

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:

_____ 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 son(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. 8/11/20

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

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

Rev. 8/11/20

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

Rev. 8/11/20

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: **D** First Defense **D** Second Defense **D** Review of Pass with Conditions

(Pass - no substantive revisions; Pass with Conditions - substantive revisions; Fail - second defense required)

☐**D**☐

Pass

Pass with
ConditionsPass with
ConditionsCommittee
Member☐

Pass

Signature

☐

Fail

Pass with
Conditions**D**Committee
Member☐

Pass

Signature

☐

Fail

Pass with
Conditions**D**Committee
Member☐

Pass

Signature

☐

Fail

Pass with
Conditions**D**Committee
Member☐

Pass

Signature

D

Date

Date

Date

Date

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

Rev. 8/11/20

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



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 _____

CWID _____

Degree _____

Conferr
ed Year _____

Degree
Conferr
ed _____

Month _____

Degree Type _____

Program _____

Department _____

College / School _____ -- Select --

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
!Yb
MONTCLAIR
STATE
UNIVERSITY

1 NormalAve
Montclair, NJ 07043
PhonQ: 973-655-517
Fa,: 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 Degree Conferred Month

2022

May

Degree Type

Program

....:J

Department College/ School

PhD

IMMEDIATE RELEASE

Couns

eling

Couns

eling

College of Education and Human Services

....:J

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):

D 6months D

1year D 2years

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 FOREMBARGO

Signature: Date:

'th

.....
2C-11.11.nn::?S.2s
Sm1

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