**Dissertation Approval Page Instructions and Template**

**Ed.D Policy, Planning & Administration**

**College of Education & Social Work**

Students should electronically submit a template of their blank approval page at least 5 business days prior to their defense date to their chair/advisor. The chair/advisor will ensure that the document is correct.

1. **THE TOP SECTION** of the approval page should include the following, **single-spaced**:
* West Chester University
* College of Education & Social Work
1. **THE SECOND SECTION** of the approval page should include the following, **double-spaced**:
* We hereby approve the dissertation of
* Student’s name; this should be consistent with the name on all pages in the document.
* Candidate for the degree of Doctor of Education
1. **THE THIRD SECTION**, the committee member approval section, must include:
* Lines for committee members to write the defense **date on the left**
* Lines for committee members to **sign their names on the right**
* Below the committee member signature lines each committee member should have:
	+ Committee member name, comma, and his/her degree abbreviation (without any internal spaces, i.e. Ph.D. not Ph. D.)
	+ Specific university position within the department (i.e. Professor of Literacy, Assistant Professor of Educational Foundations & Policy Studies, Associate Professor of Special Education, etc.). Verify the correct positions by asking the committee members.
	+ For the committee chair only, who must be listed first, either “Advisor” or “Chair” should follow the university position (separated from the position with a comma)

**Professional Education Representative:**

* + The professional education representative (superintendent, principal, etc.) her/his institution or employer name must be included below his/her specific job title. Please also note that the professional education representative must appear after the advisor and outside faculty member on the approval page.
1. **THE FOURTH SECTION** should include (flush left):
* ACCEPTED
* A line for the Graduate Dean to sign her/his name on the left and a line for the date on the right.

**Other Important Information**

There must be sufficient space for each member of the committee and the Graduate Dean to date and sign. Spacing in the top and bottom sections of the approval page should not be altered.

The approval page is page ii in the preliminary pages. See preliminary page template for more information.

Approval pages can never have scanned, faxed, copied, or electronic signatures on the original, or they will not be accepted. They must contain only original, hand-written signatures and dates.

Approval pages should be clean copies with no stray lines, marks, or running headers on them.

The Graduate Dean (or designee) will request the signed approval page at the time the student submits to Digital Commons if it has not already been sent or delivered to the Office of Graduate Studies, 102 W. Rosedale Ave., McKelvie Hall. The Graduate Dean (or designee) will sign and date the approval page after the compliance review is complete, at which time the thesis is considered accepted.

The Graduate Dean (or designee) will type dates and committee members names (as they appear on the original approval page) once the compliance review is complete for the version submitted to Digital Commons. A notation of “original signatures on file” will also be added to the document. The original approval page will be kept in the Office of Graduate Studies and uploaded to the student’s record.

West Chester University

College of Education & Social Work

We hereby approve the dissertation of

Insert Student Name

Candidate for the degree of Doctor of Education

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Insert Name, Insert degree abbrev.

Insert University Position

Chair

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Insert Name, Insert degree abbrev.

Insert University Position

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Insert Name, Insert degree abbrev., Insert job title

Insert Employer/Institution

ACCEPTED

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Jeffery L. Osgood, Ph.D.

Graduate Dean