**Thesis Signature Page Instructions and Template**

**Student Affairs in Higher Education**

Students should electronically submit a template of their blank signature page at least five business days prior to their defense date to grad-research@iup.edu. The Thesis-Dissertation Office will ensure that it is correct and eliminate the need to have it revised later.

1. **THE TOP SECTION** of the signature page should include the following, single-spaced:
* Indiana University of Pennsylvania
* School of Graduate Studies and Research
* Department of Student Affairs in Higher Education (not your specific degree program)
1. **THE SECOND SECTION** of the signature page should include the following, double-spaced:
* We hereby approve the thesis of
* The student’s **name as it appears in MyIUP**; this should be consistent with his/her name on the title and abstract pages, the copyright page - if the student chooses to include one, and on the ProQuest details page. No nicknames, Americanizations, abbreviations, or deviations from the name as it appears in MyIUP.
* Candidate for the degree of Master of Arts
1. **THE THIRD SECTION**, the committee member signature section, must include:
* Signature lines for all committee members on the right side of the page.
* Date lines for all committee members on the left side of the page adjacent to each member’s signature line.
* Below the committee member signature lines each committee member should have:
	+ Committee member name (exactly as it appears on the abstract page), 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 Student Affairs in Higher Education, Assistant Professor of Student Affairs in Higher Education, Associate Professor of Student Affairs in Higher 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)

**Special Circumstances**

* + If you have an outside reader (a committee member outside of PASSHE) his/her institution or employer name must be included below his/her specific job title. Please also note that outside readers can only serve as third or fourth committee members; outside readers must appear after IUP faculty on the signature page.
	+ If a committee member has been honored as an IUP Distinguished University Professor, ask the committee member if he/she would like it to be noted on the signature page. If yes, then the university position should be given as Distinguished University Professor. **Example: Sally Sample, Ph.D.**

 **Distinguished University Professor**

* + If you have a retired committee member:
		- Your thesis chair may continue to serve as your chair for one year after his/her retirement date, if they wish to continue in that capacity. A retired chair must maintain current graduate teaching eligibility through the one-year time frame. NOTE: You will need to defend your thesis within that one year time frame, and if you do not, you must replace your retired chair with an active IUP faculty member from your department who has current graduate teaching eligibility.
		- A retired committee member may continue to serve on your committee as a third member (or fourth member, depending on the size of your committee), only if your chair and second committee member are active IUP faculty members.
		- **A new RTAF must be submitted at the time any change to your committee occurs, and the RTAF must be approved prior to your defense date.**
		- A retired committee member’s university department position should be noted as **Professor of Student Affairs in Higher Education, Retired**
		- If a retired committee member has been granted Emeritus status, the university department position should be noted as **Professor Emeritus of Student Affairs in Higher Education** for a male committee member or **Professor Emerita of Student Affairs in Higher Education** for a female committee member.
* If you have more than three committee members, space within the committee member section must be condensed to make room for them; spacing in the top and bottom sections of the signature page should not be altered.
* The signature page is page ii in your thesis, unless a copyright page is included; then your signature page will be page iii.
1. **THE FOURTH SECTION** should include the following:
* ACCEPTED
* A signature line for Dean Creely on the left, and a line for the date your thesis is approved on the right.
* Hilliary E. Creely, J.D., Ph.D.
* Dean
* School of Graduate Studies and Research

**Signature Page Format in the Thesis**

The signature page in the actual thesis should be modified by the student to say “Approval on file” on the line above each committee members’ name and rank, and on the line above Dr. Hilliary Creely’s name and title. The date that your committee approved your defense should appear on the corresponding date lines next to each of your committee members’ signature lines. **Leave the date line empty next to Dr. Hilliary Creely’s signature line.**

Indiana University of Pennsylvania

School of Graduate Studies and Research

Department of Student Affairs in Higher Education

We hereby approve the thesis of

Student Name

Candidate for the degree of Master of Arts

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Holley Belch, Ph.D.

Professor of Student Affairs in Higher Education, Advisor

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John Mueller, Ed.D.

Professor of Student Affairs in Higher Education

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Maryanne Benjamin, Ph.D.

Assistant Professor of Student Affairs in Higher Education

ACCEPTED

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Hilliary E. Creely, J.D., Ph.D.

Dean

School of Graduate Studies and Research