**Dissertation Signature Page Instructions and Template**

**Professional Studies in Education: Administration and Leadership Studies**

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](mailto: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 Professional Studies in Education (not your specific degree program)

1. **THE SECOND SECTION** of the signature page should include the following, double-spaced:

* We hereby approve the dissertation of
* The student’s name as it appears in MyIUP; this should be consistent with his/her name on the title and abstract pages, and the copyright page (if the student chooses to include one) and on the ProQuest details page.
* No nicknames, Americanizations, abbreviations, or deviations from the student’s name as it appears in MyIUP.
* Candidate for the degree of Doctor of Education

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 Professional Studies in Education, Assistant Professor of Professional Studies in Education, Associate Professor of Professional Studies in 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 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 dissertation chair may continue to serve as your chair for one year after their retirement date, if they wish to continue to serve in that capacity. They must maintain current doctoral level graduate teaching eligibility throughout that year. Remember: You will need to defend your dissertation within that one year time frame, and if you do not, you must replace the retired faculty chair with an active IUP faculty member with current doctoral level graduate teaching eligibility.
    - If your retired dissertation chair wishes to remain on your committee after their one-year post retirement eligibility ends, he/she may become a fourth member (or fifth member, if you already have an outside reader in the fourth position). They must maintain current graduate teaching eligibility (minimum of master’s level) through the date of your defense.
    - **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 Professional Studies in Education, Retired**.
    - If a retired committee member has been granted Emeritus status, the university department position should be noted as **Professor Emeritus of Professional Studies in Education** for a male committee member or **Professor Emerita of Professional Studies in Education** for a female committee member.
* If there are fourth or fifth 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 unless a copyright page is included in the dissertation, and then it 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 dissertation is approved on the right.
* Hilliary E. Creely, J.D., Ph.D.
* Dean
* School of Graduate Studies and Research

**Signature Page Format in the Dissertation**

The signature page in the actual dissertation 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 adjacent 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 Professional Studies in Education

We hereby approve the dissertation of

Student Name

Candidate for the degree of Doctor of Education

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John S. Smith, Ph.D.

Professor of Professional Studies in Education, Advisor

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Jane D. Doe, Ed.D.

Associate Professor of Professional Studies in Education

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Sally Sample, Ed.D.

Assistant Professor of Professional Studies in Education

ACCEPTED

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

Dean

School of Graduate Studies and Research