

Dear Graduate Student:

This monograph is intended to guide you through the process of completing your thesis/dissertation. The thesis/dissertation is steeped in academic tradition. It provides you with many rewarding opportunities to be creative and innovative in your thinking, to satisfy your academic curiosity, and to acquire some of the professional training and skills considered important within the academic community.

Your thesis/dissertation is a public document that carries your name and ours into the world. We want you to be as successful as you can be and to produce a publication of the highest quality--one that makes all of us proud. While the process may, at times, be discouraging, it is important to keep in mind that when it is completed, you will have accomplished a major scholarly contribution.

I wish you well as you embark on this journey and encourage you to call the thesis/dissertation office at (724) 357-2224 with any questions you may have.

Sincerely,

Michele S. Schwietz
Assistant Dean for Research
The School of Graduate Studies and Research

Visit our website at www.iup.edu/graduate to view this manual and access a variety of graduate student forms and information.

2005 Edition

TABLE OF CONTENTS

	Page
INTRODUCTION	1
GENERAL PROCEDURES FOR COMPLETION OF A THESIS	2
Selecting a Committee.....	2
Research Topic Approval Form	2
Bindery and Microfilming Forms	3
CALENDAR REQUIREMENTS.....	5
ITEMS REQUIRED FOR FINAL SUBMISSION OF THESIS/DISSERTATION.....	7
For Doctoral Candidates.....	7
For Master's Candidates.....	8
RESPONSIBILITIES.....	9
The Candidate	9
Thesis Committee Chair	10
Graduate Coordinator	11
Assistant Dean for Research	12
HUMAN SUBJECTS IN RESEARCH.....	13
ANIMAL SUBJECTS IN RESEARCH	13
USE OF COPYRIGHTED MATERIAL	14
FORMAT AND STYLE	15
Paper	15
Uniformity and Size of Type.....	15
Margins.....	16
Corrections	17
Pagination.....	17
Title Page	18
Copyright Page.....	18
Approval Page	19
Abstract	20
Acknowledgment Page.....	20
Table of Contents	20

	Page
List of Tables.....	21
List of Figures	21
Dot Leaders	21
Placement of Tables and Figures	22
Headings and Subheadings	22
Mounting Photographs	23
Music Department Students.....	24
References, Footnotes, and Endnotes.....	24
 FORMAT CHECKLIST	 25
 SAMPLE SECTION.....	 26
Research Topic Approval Form	27
Research Topic Approval Form Summary	29
Dissertation Title Page	31
Thesis Title Page	32
Copyright Page	33
Dissertation Approval Page.....	34
Thesis Approval Page	35
Abstract.....	36
Acknowledgments	38
Table of Contents.....	39
List of Tables.....	41
List of Figures	42
Permission to Duplicate Pictures	43
Permission to Duplicate Text	44
Binding Form.....	45
Instructions to Apply for Graduation.....	46

Telephone Numbers

The School of Graduate Studies and Research	(724) 357-2222
101 Stright Hall	
Office of Thesis/Dissertations.....	(724) 357-2224
120 Stright Hall	
Registrar's Office.....	(724) 357-2217
307 Clark Hall	
Student Accounts	(724) 357-2207
110 Clark Hall	
Student Technology Help Desk	(724) 357-2198
139 Gordon Hall	

INTRODUCTION

According to the School of Graduate Studies and Research policy, a thesis is an option for most master's degrees and is required for all doctoral degree programs (see the School of Graduate Studies and Research Catalog for specific requirements). A doctoral thesis is often distinguished from those written by candidates for master's and specialist degrees by the term "dissertation." In this manual, unless specifically stated otherwise, the term "thesis" will be used to describe the requirements for both theses and dissertations.

While the School of Graduate Studies and Research does not dictate a specific format for the body of a thesis, a well-written thesis in most disciplines contains the following information:

1. A statement of the research problem and the objectives of the investigation.
2. A review of the literature pertinent to the problem.
3. The research methods used, described in sufficient detail to allow other investigators to replicate or evaluate the investigation and its outcomes.
4. The research findings and their relation to findings obtained by other investigators.
5. The conclusions to be drawn from the research results obtained.
6. An objective and critical evaluation of the entire investigation.

The writing should be succinct, logical in construction, free of grammatical problems, and meticulous in its attention to detail. A thesis is not intended to show a command of the jargon of a field, but rather to demonstrate a thorough understanding of concepts and ideas relevant to the problem under study.

GENERAL PROCEDURES FOR COMPLETION OF A THESIS

Selecting a Committee

When thesis work begins, the Candidate chooses a Committee Chairperson. The Chairperson for a thesis or a dissertation must be a full or associate member of IUP's graduate faculty and must be approved under the Criteria for Teaching Graduate Courses. All members of a dissertation committee must also meet the Criteria. Working with the Graduate Coordinator and the thesis Committee Chairperson, the candidate assembles a thesis committee and secures the necessary signatures on the approval form. A committee should consist of a Committee Chairperson and two to four Committee Members. Before forming a committee, it is best to check with your department's requirements since some departments may require a minimum number of committee members. For dissertations, if you plan to have an external member (someone from outside IUP), your committee chairperson must request approval from the Dean of the School of Graduate Studies and Research.

Research Topic Approval Form

The Candidate secures a Research Topic Approval Form (RTAF) from the Thesis/Dissertation Office in the School of Graduate Studies and Research or from the departmental Graduate Coordinator (see pages 27 and 28 in the sample section of this manual). This form can also be found on our website at www.iup.edu/graduate. A brief 1-2 page summary of the research topic, including the method of study, materials, any equipment that might be used, and an estimated time frame to complete the process, should be attached to the RTAF. A sample summary is on page 29. The Graduate Coordinator then sends the RTAF to the

college dean who signs it and sends it to the Assistant Dean for Research in the School of Graduate Studies and Research. The Candidate may begin writing the thesis after written notice approving the research topic has been received from the Assistant Dean for Research. Should changes occur, either in committee membership or topic, a new RTAF must be completed and approved.

If the project requires review by either the university's Institutional Review Board for the Protection of Human Subjects (IRB) or the Institutional Animal Care and Use Committee (IACUC), final approval of the Research Topic Approval Form will not be forthcoming from the Assistant Dean for Research until the IRB or IACUC has reviewed and approved the research project. (See Human Subjects in Research or Animal Subjects in Research section on page 13.)

The School of Graduate Studies and Research requires doctoral candidates to file Research Topic Approval Forms at least two academic terms before the Candidates expect to graduate. Master's Candidates must file the forms at least one academic term before they expect to graduate. If the forms are not filed by the required dates, the Candidates' graduation will be delayed one semester. The dates listed on the calendar on page seven provide clear and concise deadlines that are strictly adhered to by the School of Graduate Studies and Research.

Bindery and Microfilming Forms

The Candidate obtains from the School of Graduate Studies and Research several forms that must be processed at the time the Candidate submits the final copy of the thesis to the School of Graduate Studies and Research. All students must submit a binding form indicating how many copies of their thesis they would like to have bound. Two copies on cotton watermark paper are required. Additional

copies can be submitted on either watermark or plain paper. This binding form is available on our website at www.iup.edu/graduate and is also included on page 45 of this manual.

Doctoral students must submit the microfilming form from *Publishing Your Dissertation* for ProQuest Information and Learning along with a plain paper copy of their dissertation. This form is included in a booklet and therefore, not available on the web.

It is recommended that the Candidate submit a draft copy of the thesis around the time of the oral defense to the Office of Thesis/Dissertations for format review before submitting the final copies. After a Candidate has completed the final copy of the thesis, a minimum of two copies (one for the library and one for the department) must be signed by the Committee Chairperson and each member of the committee. Any additional copies that the Candidate submits for binding must also have original signatures. Photocopied signatures are not permitted. It is recommended that the Candidate have several extra copies of the signature page signed.

The Candidate will then submit the final copies of the thesis and all the forms to the Office of Thesis/Dissertations for signature by the Assistant Dean for Research. For doctoral Candidates, a plain-paper copy of the dissertation must also be provided for the microfilming process.

CALENDAR REQUIREMENTS

For a December Graduation:

May 15

Doctoral Candidates have filed in the School of Graduate Studies and Research a Research Topic Approval Form

August 15

Master's Candidates have filed in the School of Graduate Studies and Research a Research Topic Approval Form

October 1

Master's and doctoral Candidates have applied for graduation to the School of Graduate Studies and Research

November 15

Copies of signed thesis and necessary forms/fees have been submitted to the School of Graduate Studies and Research

For a May Graduation:

August 15

Doctoral Candidates have filed in the School of Graduate Studies and Research a Research Topic Approval Form

December 15

Master's Candidates have filed in the School of School of Graduate Studies and Research a Research Topic Approval Form

March 1

Master's and doctoral Candidates have applied for graduation with the School of Graduate Studies and Research

April 15

Copies of signed thesis and necessary forms/fees have been submitted to the School of Graduate Studies and Research

For an August Graduation:

December 15

Doctoral Candidates have filed in the School of Graduate Studies and Research a Research Topic Approval Form

May 15

Master's Candidates have filed in the School of Graduate Studies and Research a Research Topic Approval Form

June 1

Master's and doctoral Candidates have applied for graduation with the School of Graduate Studies and Research

July 15

Copies of signed thesis and necessary forms/fees have been submitted to the School of Graduate Studies and Research

All dates listed on the preceding page are absolute. To ensure effective processing of all material, no exceptions will be made for any missed date. If materials are submitted late, the Candidate will be responsible for applying for graduation for the next scheduled graduation according to the deadlines listed on page seven.

PLEASE NOTE: If any of these dates should fall on a Saturday or Sunday, the due date is the following Monday.

ITEMS REQUIRED FOR FINAL SUBMISSION OF THESIS/DISSERTATION

For Doctoral Candidates

- _____ 1) Applied for graduation to the School of Graduate Studies and Research by the appropriate deadline.
- _____ 2) Registered for required number of dissertation credits
- _____ 3) A completed IUP Bindery Form.
- _____ 4) A minimum of two copies of the dissertation (for IUP) on cotton watermark paper with an original signature page in each copy. Original signature pages are required for all copies that will be bound. Additional copies for binding can either be on cotton or plain paper.
- _____ 5) A personal check or money order payable to IUP for binding. Binding fees are \$17.50 per copy.
- _____ 6) Completed forms from *Publishing Your Dissertation* for ProQuest Information and Learning, accompanied by a separate copy of the title page and a maximum 350-word abstract of the dissertation. **NOTE: ProQuest will reject abstracts over 350 words.**
- _____ 7) A certified check or money order for \$55.00 payable to **ProQuest Information and Learning** to cover microfilming of the dissertation. If the Candidate wants the dissertation copyrighted at a cost of \$45.00, the certified check or money order should be for \$100.00. ProQuest will not accept personal checks.
- _____ 8) A copy of the dissertation which the School of Graduate Studies and Research will forward to ProQuest Information and Learning. This copy can be on plain paper since ProQuest will microfilm and then discard it.
- _____ 9) A completed "Survey of Earned Doctorates" form. (Psy.D. students do not complete.)
- _____ 10) A completed Commencement Information form.
- _____ 11) Request committee chair submit grade change form for dissertation grade.

NOTE: Since prices are subject to change without notice, the Candidate should check with the School of Graduate Studies and Research before submitting any fees. Cash cannot be accepted for any of the fees.

For Master's Candidates

- _____ 1) Applied for graduation to the School of Graduate Studies and Research by the appropriate deadline.
- _____ 2) Registered for required number of thesis credits
- _____ 3) A completed IUP Bindery Form.
- _____ 4) A minimum of two copies of the thesis (for IUP) on cotton watermark paper with an original signature page in each copy. Original signature pages are required for all copies that will be bound. Additional copies for binding can either be on cotton or plain paper.
- _____ 5) A personal check or money order payable to **IUP** for binding. Binding fees are \$17.50 per copy.
- _____ 6) Request committee chair submit grade change form for thesis grade.

Note: The School of Graduate Studies and Research does not arrange for the copyrighting of master's theses but can provide information about the process.

NOTE: Since prices are subject to change without notice, the Candidate should check with the School of Graduate Studies and Research before submitting any fees. Cash cannot be accepted for any of the fees.

The Assistant Dean for Research will sign the thesis and notify the Candidate by letter if the thesis is acceptable. A thesis will be considered acceptable only if properly formatted following IUP guidelines and if all forms outlined above have been completed correctly and submitted along with the necessary fees. If the thesis is unacceptable, the Candidate and Committee Chairperson will be notified by letter outlining the problem(s). The Candidate must then rectify the problem(s) and if necessary, apply for the next graduation period. To avoid unnecessary problems, it is recommended that the Candidate submit a draft copy of the thesis to the Thesis/Dissertation office at least two weeks prior to the deadline date.

RESPONSIBILITIES

The Candidate

The minimum responsibilities for the completion of a thesis are as follows:

1. Work with Graduate Coordinator and thesis Committee Chair to select a thesis committee. The chair of theses and dissertations and members of dissertation committees must meet the Criteria for Teaching Graduate Courses. Approval of the research will be withheld until this condition is met.
2. Obtain and complete the Research Topic Approval Form in a time frame that will ensure its reaching the School of Graduate Studies and Research by the required deadline date. The Candidate must attach a brief 1-2 page summary of the research topic and an estimated time frame to complete each step of the process. It is recommended that this summary follow the format of the sample summary on page 29. **If changes occur, either in the committee or topic, a new Research Topic Approval Form must be completed.**
3. If the proposed research involves human subjects, a protocol applying for review by the Institutional Review Board for the Protection of Human Subjects (IRB) must be completed and returned to the Assistant Dean for Research. If the research involves the use of animals, the Institutional Animal Care and Use Committee (IACUC) must approve the research. If either IRB or IACUC is required, the Assistant Dean for Research will not sign the Research Topic Approval Form until the proper review board has approved the research. **Research cannot be conducted until the Research Topic Approval Form has been signed and the Candidate notified by the Assistant Dean for Research.** See page 13 for additional information.
4. Compose a clear and correct thesis manuscript while working closely with the thesis committee at every stage of the composition process. Carefully proofread the entire manuscript for formatting, spelling, and/or punctuation errors.
5. Work with Committee Chair to fulfill all departmental obligations related to thesis preparation.
6. Submit draft copy of thesis for format review to Office of Thesis/Dissertations in the School of Graduate Studies and Research.
7. Secure and complete all forms required by the School of Graduate Studies and Research. Follow submission deadlines listed on page seven of this manual.
8. Submit final copies of thesis and all fees necessary for binding, microfilming and copyrighting of thesis. See page four for more information.
9. Request committee chairperson submit grade change form for all dissertation credits.

INFORMATION CONCERNING CONTINUOUS REGISTRATION: For all **doctoral** students, please contact the Assistant Dean in the School of Graduate Studies and Research for information about continuous dissertation credits after completion of the required number of dissertation credits.

RESPONSIBILITIES

Thesis Committee Chair

Although the Candidate bears the primary responsibility for the thesis, the Committee Chair is expected to guide and counsel the Candidate during the thesis preparation. The counseling process involves the following specific responsibilities:

1. Work with the Candidate and Graduate Coordinator to select a thesis committee. Committee chairs for theses and dissertations and members of dissertation committees must be approved according to the Criteria for Teaching Graduate Courses. Approval of the Research Topic Approval Form will be withheld until this condition is met.
2. If the proposed research involves human subjects, the student must be directed to file an application for review by the Institutional Review Board for the Protection of Human Subjects (IRB). If the proposed research involves the use of animals, the students must be directed to file an application for review by the Institutional Animal Care and Use Committee (IACUC). If IRB or IACUC review is required, the Assistant Dean for Research will not sign the Research Topic Approval Form until the proper review board has approved the research. **Research cannot be conducted until the Research Topic Approval Form has been signed and the Candidate notified by the Assistant Dean for Research.** See page 13 for additional information.
3. Call committee meetings and make sure that the Candidate is working closely with the committee at each stage of the thesis process. Ensure that the Candidate has carefully reviewed the manuscript to correct any formatting, spelling, and/or punctuation errors.
4. Administer all departmental and college requirements such as the thesis defense. Notify the Assistant Dean for Research by e-mail or memo of the results of defense.
5. Suggest that the Candidate submit a draft copy of the thesis for format review to the Office of Thesis/Dissertations in the School of Graduate Studies and Research.
6. Approve and sign the completed thesis. Make sure that all other members of the thesis committee have signed before the thesis is sent to the Assistant Dean for Research in the School of Graduate Studies and Research.
7. Process a change of grade form for all dissertation credits.

NOTE: If for any reason the student chooses a no-thesis option after they have filed the Research Topic Approval Form, the Committee Chair must send written notification to the Assistant Dean in the School of Graduate Studies and Research and file the appropriate forms with the School of Graduate Studies and Research.

RESPONSIBILITIES

Graduate Coordinator

The Graduate Coordinator is the School of Graduate Studies and Research's liaison with the college and department. As such, the Coordinator's responsibility is to ensure that School of Graduate Studies and Research policies are being followed as the Candidate completes the thesis. Specific duties include the following:

1. Monitor the Candidate's schedules so that they are not registering for thesis or dissertation hours until they are actually conducting thesis research.
2. Work with the Candidate and thesis Committee Chair to select a thesis committee. Committee Chairpersons for theses and dissertations and members of dissertation committees must be approved according to the Criteria for Teaching Graduate Courses. Approval of the Research Topic Approval Form will be withheld until this condition is met.
3. After the committee has been formed, the Graduate Coordinator will sign the Research Topic Approval Form and send one copy to the college dean for his/her approval and another copy to the Assistant Dean for Research in the School of Graduate Studies and Research. (Department Chairperson may sign in the absence of the Graduate Coordinator). If the proposed research involves human subjects, the Graduate Coordinator will direct the student to file an application for review by the Institutional Review Board for the Protection of Human Subjects (IRB). If the proposed research involves the use of animals, the Graduate Coordinator will direct the student to file an application for review by the Institutional Animal Care and Use Committee (IACUC). If IRB or IACUC is required, the Assistant Dean for Research will not sign the Research Topic Approval Form until the appropriate review committee has approved the research. **The Graduate Coordinator will advise the student that they cannot conduct research until the Research Topic Approval Form has been signed and the Candidate notified by the Assistant Dean for Research.** See page 13 for additional information.
4. The Graduate Coordinator must notify the Assistant Dean for Research of any changes in the committee after the committee has been approved.

RESPONSIBILITIES

Assistant Dean for Research

The Assistant Dean for Research is responsible for assuring that the thesis has met the standards established by the School of Graduate Studies and Research and IUP's graduate faculty. Specific duties include:

1. Grant final approval of the Research Topic Approval Form and set graduation date based on the date the form was submitted. Inform student of topic approval and scheduled graduation, and provide a copy of the Thesis/ Dissertation Manual. Ensure that requirements for review by the Institutional Review Board for the Protection of Human Subjects (IRB) and Institutional Animal Care and Use Committee (IACUC) have been met. It should be noted that if review by either board is required, the Research Topic Approval Form will not be signed until the appropriate review committee has approved the research. For further clarification, see page 13.
2. Grant final approval of the thesis if it follows the guidelines outlined in this manual, the style manual chosen by the Candidate and that the writing reflects the high quality expected of a university graduate student.
3. Process thesis for binding and microfilming.
4. Send one copy of the bound thesis to the department, one copy to the library, and one to student (if ordered) after the thesis has been bound.

HUMAN SUBJECTS IN RESEARCH

It is the concern of the university that no research sponsored by, supported by, or conducted by its faculty or its students expose people who participate as subjects to unreasonable risk to their health, general well-being, or privacy. Therefore student research projects that involve human beings as subjects must be conducted according to the university policy for the protection of human subjects. Specifically, this means that the university's Institutional Review Board for the Protection of Human Subjects (IRB) must review the student project. Final approval of the Research Topic Approval Form will not be forthcoming from the Assistant Dean until the IRB has reviewed and approved the research project. Students apply for IRB review by completing a protocol form that they can obtain in the Assistant Dean's office (113, Stright Hall, [724] 357-7730) or downloaded from our website at www.iup.edu/graduate.

ANIMAL SUBJECTS IN RESEARCH

IUP takes responsibility for humane care and use of animals in research projects. If a student's research involves the use of laboratory animals or even the use of wild animals studied in their natural habitat, the student must have the research approved by the university's Institutional Animal Care and Use Committee (IACUC). The Assistant Dean for Research will not sign any Research Topic Approval Form until the IACUC has reviewed and approved the project. The Candidate can obtain the protocol form in the office of the Assistant Dean for Research (113, Stright Hall) or in the office of the Dean for Natural Sciences and Math (305 Weyandt). The form can also be found on our website at www.iup.edu/graduate.

USE OF COPYRIGHTED MATERIAL

Permission to use works in the public domain, i.e., works on which copyright never existed and those on which the copyright has expired are not necessary; however, academic integrity dictates strict identification of all source material used in your thesis, including material that is not protected by copyright or is unpublished.

Material included in your thesis that is copyright protected must be properly acknowledged and if the material constitutes a major portion of the work, written permission from the copyright owner is required. Requirements for obtaining permission to quote copyrighted material vary from one copyright owner to another. It is the thesis author's responsibility to determine whether permission is required from the copyright owner.

If an entire creation, (e.g., a cartoon, a photograph, a test, or a completed form) is to be used, you must obtain written permission. See sample letters forwarded to copyright owners requesting permission included on pages 43 and 44.

To request permission, type the form, complete all the blanks except the signature line and send it to the copyright owner through the publisher. Publishers' addresses for U.S. publishers are listed in the back of the subject volume of *Books in Print* (published by R. R. Bowker Company) which is available in the reference section of Stapleton Library.

If your thesis includes copyrighted material requiring the author's permission, a copy of the document granting permission must be included with your thesis at the time of final submission to the School of Graduate Studies and Research.

FORMAT AND STYLE

Paper

The stock for the two required copies of the thesis (one for the library and one for the department) must be white, 8.5 x 11 inch, a *minimum* 25% cotton, 20 pound watermark paper. Using this high quality paper assures the university that the thesis will be readable for many years. The same brand and weight of paper must be used throughout the thesis including the signature page. Any additional copies submitted for binding can be either cotton paper or plain paper. The copy doctoral students must submit for microfilming should be plain paper.

Uniformity and Size of Type

The body of the text must be prepared from a clear, readable font set at the same size throughout the document. If necessary, you may use a different font for tables and figures or for any appendices. Some suggested fonts are listed below.

This is an example of Arial 12.

This is an example of Arial 11.

This is an example of Courier 12.

This is an example of Courier 11.

This is an example of Courier New 12.

This is an example of Courier New 11.

This is an example of Times New Roman 12.

This is an example of Times New Roman 11.

This is an example of Univers 12.

This is an example of Univers 11.

Although the School of Graduate Studies and Research will accept either font size, ProQuest suggests that the larger 12 font size be used for dissertations because the type size will be reduced on microfilm.

The printer used must produce a letter quality print. All computer output, including graphs and tables, must meet reproduction standards. Regardless of the method used to print your thesis, the print must be legible, uniformly spaced and of

uniform darkness. Bold or italics cannot be used in chapter titles, subtitles, table titles, figure captions or references **unless** the style manual the Candidate has chosen uses bold or italics. The APA 5th Edition uses italics to replace underlining for subtitles, table titles, figure captions and in the reference section. Bold or italics can be used within the text for foreign words, mathematical constants, chemical element symbols, and for special emphasis. The text of the thesis must be doubled-spaced and printed on **one side only**. The text should be aligned to the left, leaving a ragged right margin. Begin each chapter on a new page. The top margin for this page must be the same as the rest of the text. The Candidate should refer to his or her departmentally approved style manual for appropriate format of titles and subtitles. If the style manual does not address this question, follow the format on page 23 from this manual.

Margins

The document should be aligned to the left, leaving a ragged right margin so that spacing is consistent. Standard page size for theses is 8.5 x 11 inches and must meet the following *minimum* margin requirements:

Left margin (binding edge). . . . 1.5 inches
 Right margin.1 inch
 Top margin.1 inch for text
 Bottom margin. 1 inch

An extra .5 inch on the binding edge should be made if the paper is changed to landscape format to allow for the typing of tables or figures. Pages printed in landscape should have the top of the table or figure at the binding edge.

Occasional exceptions to the margins may be made for the inclusion of charts, maps, graphs, tables, photographs or for any appendices.

Corrections

Liquid correction fluid or tape should not be used on the final copy because it can bleed or flake away from the paper exposing the uncorrected type.

Pagination

Each page in the entire manuscript, including the appendices should be assigned a number. The following plan of page numbering should be followed:

1. For the preliminary pages, use lowercase Roman numerals (ii, iii, iv, etc.). The numbering begins with ii; the title page counts as the first page, but the number does not appear on it.
2. For the remainder of the manuscript (including the text, illustrations, references and appendices) use Arabic numerals (1, 2, 3, 4, etc.). Each page, including the first page of each chapter must be numbered. The numbering begins with 1 and runs consecutively to the end of the manuscript. Do not use letter suffixes such as 10a or 10b.

Preliminary pages must be numbered bottom center and the remaining pages must be numbered in the upper right-hand corner. Hyphens, parentheses, Candidate's name, or thesis title may not appear before or after page numbers. Partially-filled pages of text are not permitted except at the end of a chapter or when headings appear near the bottom of the page. At least two lines of text must appear after a heading at the bottom of a page. Tables and figures can be on their own page. However, it is also acceptable for text to be included on the same page.

It is best to prevent widows and orphans. An orphan is the first line of a paragraph that appears by itself at the end of a page. A widow is the last line of a paragraph that appears by itself at the top of a page. Most computer programs have a widow/orphan protection command that should be activated at the beginning of the document.

The arrangement of the thesis should be as follows:

- | | |
|-------------------------------|--|
| 1. Title Page | 7. List of Tables |
| 2. Copyright Page (optional) | 8. List of Figures |
| 3. Approval Page | 9. Text of Thesis |
| 4. Abstract | 10. Endnotes (unless incorporated in text) |
| 5. Acknowledgments (optional) | 11. References |
| 6. Table of Contents | 12. Appendices |

Title Page

The title page must conform exactly to the examples on pages 31 or 32 of the sample section of this manual. Included on the title page must be the following:

1. Complete thesis title in **all capital letters**, centered between the margins and double-spaced. The title should begin approximately four single lines from the top of the page (based on a 1 inch top margin).
2. The statement: "A Dissertation (or Thesis) Submitted to the School of Graduate Studies and Research in Partial Fulfillment of the Requirements for the Degree (degree being sought)." This statement should also be centered, double-spaced and appear approximately in the center of the page.
3. Approximately ten single lines from the previous statement, type the full name of the Candidate, centered.
4. Double-space and type Indiana University of Pennsylvania, centered.
5. Double-space and type the month (May, August or December) and year of the actual date that the degree is to be conferred, centered. **DO NOT** use the defense date or submission date.

Copyright Page (Optional)

If copyright is to be secured for the thesis, the notice of copyright must appear at the bottom of a separate copyright page. The notice consists of three elements: (1) the symbol ©, (2) the year of first publication (same year as the author's graduation), and (3) the name of the owner of copyright (name of thesis author). University Microfilms, Inc. suggests adding "All Rights Reserved" because a few countries give legal significance to this phrase. An example of the copyright page is on page 33 of this manual.

Some word processing programs will create the copyright symbol. In Word, press Control (Ctrl), Alt, C.

Example:

© 2005 by John Henry Doe

All Rights Reserved

Approval Page

The approval page should follow exactly the appropriate model (doctoral, p. 34, master's, p. 35) in the sample section of this manual. The page should include the full name of the university, The School of Graduate Studies and Research, and the name of the Candidate's department. The Candidate's name and degree must also appear on the page. There must be sufficient space for each member of the committee and the Assistant Dean for Research in the School of Graduate Studies and Research to date and sign the thesis. The date should appear on a 2-inch line to the left of the signature line for the committee and to the right of the signature line for the Assistant Dean for Research. The signature line should be approximately 3.5 inches long. Underneath the signature line the signee's typed name and academic position should appear. If reference is made to faculty degrees, please be consistent (e.g., Michael M. Williamson, Ph.D., Michele S. Schwietz, M.A. or Dr. Michael M. Williamson, Ms. Michele S. Schwietz). If a committee member is external to IUP, list the person's affiliation. The thesis advisor should have the first signature place and the committee members should follow. Type the word ACCEPTED on the left side of the page a few lines below the last committee member. The Assistant Dean for Research should sign on the left side of the page and the date should appear on the right. Signature lines should be at least 1 inch apart so there is enough room for signatures. All signatures

must be original in all copies of the thesis that are bound by IUP. No photocopied or stamped signatures will be accepted. The Approval Page is page ii unless a copyright page is included in the thesis and then it would be page iii.

Abstract

The thesis title on the abstract must agree with the thesis title that is listed on the Title Page. All main words should be capitalized. Do not list the title on this page using all caps. A 200 to 350-word abstract or summary of the thesis must follow the approval page. **ABSTRACTS EXCEEDING 350 WORDS WILL BE REJECTED.** The abstract should contain: (1) a statement of the problem, (2) procedure or methods followed, (3) results, and (4) conclusions. The text of the abstract must be double-spaced and preceded by the title of the thesis, the author, the name of the thesis Committee Chair, and the names of the thesis committee members. A model of an abstract can be found on page 36 of the sample section of this manual.

Acknowledgment Page (Optional)

The acknowledgment page or pages provides an opportunity to recognize the persons to whom you are indebted for guidance and assistance. The acknowledgment page must be formatted in the same manner as the general text, with the word "ACKNOWLEDGMENTS" centered at the top of the page. Acknowledgments appear before the Table of Contents.

Table of Contents

The table of contents lets the reader know quickly how the thesis is organized. The School of Graduate Studies and Research requires that chapter headings be all caps. Subheadings are optional; however, if subheadings are provided in the table of contents for one chapter, then subheadings must be provided for all chapters that

contain subheadings. Subheadings should be single-spaced in the table of contents. Headings, subheadings, and chapter numbers in the table of contents must correspond exactly in wording to the text. If chapter numbers in the text are numbered with Arabic (1, 2, 3, etc.) chapter numbers on the Table of Contents should also be numbered with Arabic. See pages 39 and 40 in the sample section of this manual for a model table of contents.

List of Tables

Table titles on the list of tables must correspond word for word with the text. See page 41 for an example.

List of Figures

Figure captions on the list of figures must correspond word for word with the text. See page 42 for an example. The list of tables and list of figures must be two separate pages.

Dot Leaders

The Table of Contents, List of Tables, and List of Figures must contain dot leaders to align the page numbers. Some word processing programs will create the contents pages if the document is formatted using this option. If not, before typing any text on these pages, set a dot leader tab using the following steps:

In Word, on the menu bar, click Format, Tabs, type position where you want page numbers to begin (such as 5.75"), click Alignment - Decimal, Dot Leader - 2, Set and then OK. Type the subtitle, then choose tab. At the end of the dot leaders, type the page number. Do not use the default tab when spacing chapter titles and subtitles. These tabs must be set.

Placement of Tables and Figures

Tables and figures are inserted as soon as possible following their first mention in the text. "Tables" and "Figures" designate the two broad categories of illustrative material found in theses. They are usually referred to or introduced in the text.

All tables and figures are numbered and titled according to the departmental style manual. Every table and figure must bear a caption that consists of the word "Table" or "Figure," its number (consult specific style manual for proper usage of Arabic or Roman numerals) and followed by a descriptive title.

The location of the title must be the same for all tables and figures. Customarily, tables are titled at the top and figures are captioned at the bottom. Generally, table titles have all main words capitalized and figure captions only capitalize the first word. Where questions arise, the student must follow the recommended style manual.

Table titles and figure captions must agree word for word with the list of tables and the list of figures. Tables and figures formatted in landscape should have the top of the page at the binding edge. (See margin section on page 16.) If necessary, you may use a different font for tables and figures.

Headings and Subheadings

The departmental style manual usually defines the style for chapter organization. When a style manual **DOES NOT** specify chapter organization, use the following format which follows the APA 5th Edition:

CHAPTER I

CHAPTER TITLE CENTERED (IF IT HAPPENS TO BE LONG,
USE SENSIBLE SENTENCE DIVISION)

Level One Subheading, Centered, Upper and Lowercase

*Level Two Subheading, Centered, Italicized,
Upper and Lowercase*

*Level Three Subheading, Flush Left, Italicized, Upper and Lowercase
Side Heading*

*Level four subheading, indented, italicized, lowercase paragraph
heading ending with a period. Text continues on the same line.*

Each new chapter starts at the top of a new page and the chapter title is in all caps. Major subheadings and minor divisions do not start a new page. Headings should not appear at the bottom of a page with no textual material following. At least two lines of text should follow a heading at the bottom of a page. Chapter titles and subtitles must agree word for word with the table of contents. Some style manuals, such as APA, suggest using a running head at the top of each page. These should not be included in a thesis or dissertation. Only the page number should appear in the header.

Mounting Photographs

Computer printed copies of photographs are acceptable as are color photographs. If dry mounting photographs, be certain they are permanently fastened to the page. Do not use tape or rubber cement. If possible, it is best to use computer generated photographs.

List and caption all photographs as figures. If your photographs are of copyrighted illustrations (e.g., art plates from a book), you must secure permission from the author to reproduce them in a thesis (see page 14, Use of Copyrighted Material).

Music Department Students

Master's degree Candidates in Music Composition may use the following formatting guidelines for reproducing a musical score in a thesis.

1. Oversized paper may be used providing it is of standard size (8.5 " x 14" or 11" x 17"). Odd size paper or paper larger than 11" x 17" will not be accepted. Paper must be at least 25% cotton watermark, 20 pound bond. Examples of oversized theses are available in the department office.
2. Students should make every attempt to produce a computer generated score which should be laser printed.

References, Footnotes, and Endnotes

The departmentally-approved style manual describes how literature is to be cited and how references are to be constructed. Accuracy and completeness are the essentials of good citations. Omission of essential information, errors in spelling names, and inaccuracies in copying volume numbers, pages, or dates may force the reader to do additional bibliographic searching and will reflect upon the quality of the author's work.

Minimum requisites are that footnotes/endnotes and references be consistent, clear, and in full agreement with one another. The style manual should be consulted as to the content requirements of an entry, the order of presentation of the items, and punctuation.

FORMAT CHECKLIST

The following is a checklist of the most common format issues.

1. Left margin must be at least 1.5 inches (p. 16).
2. List graduation month (May, August or December) on the Title Page, not the defense date (p. 18).
3. Use lowercase Roman numerals (centered bottom) for the preliminary pages and Arabic numbers (upper right-hand corner) for the text (p. 17).
4. Abstract cannot exceed 350 words (p. 20).
5. Use dot leaders on the Table of Contents, List of Tables, and List of Figures (p. 21).
6. Arrange thesis in proper order (p. 18).
7. Approval pages must be printed on cotton watermark paper (p. 15) and signatures must be original (p. 20).
8. Italics can be used for subtitles and table titles IF the chosen style manual permits (p.16).
9. Subheadings that appear at the bottom of a page must have at least two lines of text following them (pgs. 17 & 23).
10. Chapter titles, subtitles, and titles of tables and figures must agree word for word between the text and table of contents (pg. 23).
11. Carefully check each copy submitted for missing or duplicate pages, pages printed out of order, and poor copy quality.

PLEASE NOTE: In certain instances the IUP thesis manual and the departmentally approved style guide may conflict. A good rule to follow when this happens is that all pagination and preliminary materials (title page through list of figures) **must** follow the IUP manual. The student should follow the style guide they listed on the Research Topic Approval Form for the text of the thesis.

SAMPLE SECTION

RESEARCH TOPIC APPROVAL FORM

Banner ID# _____

Name _____ SS# _____

Address _____

Phone Number _____ E-Mail _____

When this form has been returned to the Assistant Dean for Research in the School of Graduate Studies and Research (113 Stright Hall), the Assistant Dean will notify the student that the research proposal has been approved. **The student cannot begin the research activity until that notice has been received.**

PLEASE NOTE: IF CHANGES OCCUR, EITHER IN COMMITTEE MEMBERSHIP OR TOPIC, A NEW FORM MUST BE COMPLETED AND APPROVED.

SECTION I. (To be completed by the student)

_____ Thesis

_____ Dissertation

Department: _____ Degree: _____

Title of Study _____

ATTACH TO THIS FORM A **BRIEF 1-2 PAGE SUMMARY** OF YOUR RESEARCH TOPIC, including the method of study you expect to use, materials and equipment you will need, and an estimated time frame to complete each step of the process.

Check which one of the approved style manuals you will be using:

- _____ American Chemical Society, The ACS Style Guide, 2nd Edition
 _____ American Psychological Association, Publication Manual, Fifth Edition
 _____ American Sociological Association, ASA Style Manual, Second Edition
 _____ Council of Biology Editors, Inc., CBE Style Manual, Sixth Edition
 _____ Modern Language Association, MLA Handbook...Research Papers, Fifth Edition
 _____ Turabian, A Manual for...Theses, Dissertations

Signature of Student _____

Date _____ Expected Graduation Date _____

SECTION II. (To be completed by thesis/dissertation committee and pertinent university administrators)

Having affixed my signature below, I hereby approve the research proposal and agree to serve on the above student's thesis/dissertation committee (3 to 5 faculty on the committee).

(Date) (Typed name and signature of Committee Chairperson)

(Date) (Typed name and signature of Committee Member)

(Date) (Typed name and signature of Committee Member)

(Date) (Typed name and signature of Committee Member)

(Date) (Typed name and signature of Committee Member)

College Approvals: (To be completed by Graduate Coordinator) _____ Number of credits required by department for this thesis or dissertation. This number will be entered into the database and will determine when the chairperson can receive compensation for chairing the thesis or dissertation.

(Department Chairperson may sign in the absence of Graduate Coordinator) **Graduate Coordinator** Date _____

_____ As Dean of the College, I will serve on the above committee.

_____ As Dean of the College, I hereby appoint the following person to serve on the committee as my representative:
Name: _____

_____ I choose neither to serve on the committee nor to appoint a representative.

_____ **Dean of the College** Date _____

Graduate School Approval:

Signature _____ Date _____
Assistant Dean for Research

IRB Review Required: _____ Yes _____ No

Date Protocol Received _____ Date of Approval _____

Animal Care Review Required: _____ Yes _____ No

Date Protocol Received _____ Date of Approval _____

Title: Routine Activities of Mental Health Workers and Patterns of Criminal Victimization
Brief Summary of Research Topic & Methods

The National Crime Victimization Survey for 1992-96 found that over two million violent victimizations occurred each year to persons in the U.S. while they were at work (Warchol, 1998). While violence in the workplace has become an issue of great concern, empirical studies to date are limited (Labig, 1995; Madriz, 1996; Nigro & Waugh, 1996). The purpose of this study is to add to the current body of knowledge by gaining a better understanding of violence in the workplace. Specifically, this study will examine the routine activities of employees who work in the field of mental health and the subsequent role that their routines may play in varying patterns of criminal victimization. The research will focus on a particular type of workplace violence, that is, violence caused by clients (Capozzoli & McVey, 1996; Peek-Asa, Schaffer, Kraus, & Howard, 1998).

Routine Activities Theory (Cohen & Felson, 1979) will be used as the theoretical framework of this study. As stated previously, the research will involve an examination of the day-to-day work activities of mental health workers and the subsequent role that their routines may play in varying rates of criminal victimization. The study will be primarily quantitative and data will be collected via a questionnaire. The sample will be comprised of mental health workers who work in outpatient services and have direct contact with mentally ill clients. In addition, the research will also include a small qualitative component involving short interviews conducted with employees, observations at various research sites, and document analysis. The qualitative component will supplement the quantitative portion, and will provide detailed, background information.

Materials & Equipment –No special materials or equipment except for the data collection instruments.

Time Frame

- (1) Submit proposal--February 2000
- (2) Defend proposal & IRB--March 2000
- (3) Data collection--Begin March/April 2000
- (4) First draft of dissertation--August 2000

References

- Capozzoli, T., & McVey, R. S. (1996). *Managing violence in the workplace*. Delray Beach, FL: St. Lucie Press.
- Cohen, L., & Felson, M. (1979). Social change and crime rate trends: A routine activity approach. *American Sociological Review*, 44 (August), 588-608.
- Labig, C. (1995). *Preventing violence in the workplace*. New York: Amacom.
- Madriz, E. (1996). The perception of risk in the workplace: A test of routine activity theory. *Journal of Criminal Justice*, 24 (5), 407(12).
- Nigro, L., & Waugh, W. (1996). Violence in the american workplace: Challenges to the public employer. *Public Administration Review*, 56 (4), 326-333.
- Peek-Asa, C., Schaffer, K. B., Kraus, J. F., & Howard, J. (1998). Surveillance of non-fatal workplace assault injuries, using police and employers' reports. *Journal of Occupational and Environmental Medicine*, 40 (8), 707(7).
- Warchol, G. (1998). *Workplace Violence, 1992-1996* (NCJ Publication No. 168634). Washington, D.C.: Bureau of Justice Statistics.

PERCEPTIONS OF TEACHING PRACTICES
AT A MIDWESTERN UNIVERSITY

A Dissertation

Submitted to the School of Graduate Studies and Research

in Partial Fulfillment of the

Requirements for the Degree

Doctor of Education

Jane L. Smith

Indiana University of Pennsylvania

May 2005

A COMPARATIVE ANALYSIS OF
SELECTED WOMEN WRITERS

A Thesis

Submitted to the School of Graduate Studies and Research

in Partial Fulfillment of the

Requirements for the Degree

Master of Arts

John Henry Doe

Indiana University of Pennsylvania

August 2005

Note: This page is optional.

© 2005 by John Henry Doe

All Rights Reserved

Indiana University of Pennsylvania
The School of Graduate Studies and Research
Department of English

We hereby approve the dissertation of

John Henry Doe

Candidate for the degree of Doctor of Philosophy

John H. Smith, Ph.D.
Professor of English, Advisor

Mary Beth Jones, D. Ed.
Professor of English

William S. Thomas, M.S.
Professor of English

ACCEPTED

Michele S. Schwietz, M.A.
Assistant Dean for Research
The School of Graduate Studies and Research

Note: This is page ii if a copyright page is not included. Please consult page 20 before formatting approval page.

Indiana University of Pennsylvania
The School of Graduate Studies and Research
Department of Biology

We hereby approve the thesis of

John Henry Doe

Candidate for the degree of Master of Science

John H. Smith, Ph.D.
Professor of Biology, Advisor

Mary Beth Jones, D. Ed.
Professor of Biology

William S. Thomas, M.S.
Associate Professor of Biology

ACCEPTED

Michele S. Schwietz, M.A.
Assistant Dean for Research
The School of Graduate Studies and Research

Note: This is page ii if a copyright page is not included. Please consult page 20 before formatting approval page.

Title: A Comparative Study of the Quality and Syntax of Compositions by First Year College Students Using Handwriting and Word Processing

Author: Craig Etchison

Dissertation Chair: Dr. Michael M. Williamson

Dissertation Committee Members: Dr. Patrick M. Hartwell
Dr. Donald A. McAndrew

This comparison design study evaluates writing produced by 100 first year college students before instruction and after instruction to determine if using word processing has any significant effect on eighteen selected syntactic variables or on overall writing quality.

The analysis of overall writing quality, based on a general impression, holistic rating by trained readers showed that students who used word processors started the semester with a lower mean holistic rating than the rating of the handwriting students. When the change in overall writing quality was analyzed pretest to posttest, however, the word processing students had surpassed the handwriting students in overall writing quality, and in fact, had increased their mean holistic rating pretest to posttest more than five times that of the handwriting students.

The results from the analyses of variance of syntactic variables showed that the most significant difference was in total number of words produced, with word processing students producing an average of 303 more words per paper than students who wrote by hand. There was also a significant main effect for time change pretest to posttest in overall writing quality. There were no significant findings in the analyses of change in rate of modification with no clear pattern

emerging. In the analyses of change in depth of modification, there were no statistically significant differences. This study indicates that word processors in the writing classroom may be of substantial benefit for helping students improve the quality of their writing.

ACKNOWLEDGMENTS

Many students use this section to acknowledge the help and contributions of faculty, friends, and family members during the research process. This section can be more than one page.

Note: This page is optional.

TABLE OF CONTENTS

Chapter	Page
I (or 1 or One) THE PROBLEM.....	1
Whatever Statement of the Problem.....	4
numbering Questions to be Researched	4
system you Hypotheses	4
use in text, Significance of the Problem.....	5
use the same Definition of Terms	6
numbering Assumptions.....	7
system Delimitations.....	7
here Limitations	7
II (or 2 or Two) REVIEW OF RELATED LITERATURE.....	8
Programming in Elementary School Guidance and Counseling	8
Process of Evaluation.....	16
Evaluation as a Component of Program Development.....	22
Role of Various People in the Evaluation Process	25
Attitudes Toward Evaluation	29
Training of School Counselors in Program Evaluation	34
Current Research Relating to Program Evaluation by Elementary School Counselors	41
Survey Research.....	46
III (or 3 or Three) PROCEDURES	57
Data Required	57
Setting of the Study	58
Study Sample	58
Data Collection	60
Method of Obtaining Data.....	61
Instrument Used.....	61
Pilot Study	63
Data Analysis	77
IV (or 4 or Four) DATA AND ANALYSIS.....	82
Participants.....	82
Demographic Information	82
Response Rate.....	89
Results	106

Chapter	Page
Application 1--Importance of Guidance Program Evaluation	108
Application 2--Training in Guidance Program Evaluation	115
Application 3--Resources Supporting Guidance Program Evaluation	122
Application 4--Competence in Guidance Program Evaluation.....	128
Application 5--Combined Optimal Variables	135
V (or 5 or Five) SUMMARY, CONCLUSIONS, RECOMMENDATIONS.....	139
Summary.....	139
Conclusions.....	148
Recommendations	150
REFERENCES	159
APPENDICES.....	171
Appendix A - Letters from Departments of Education	172
Appendix B - Letter from Dr. Edwin L. Herr.....	177
Appendix C - Sample Size Table	178
Appendix D - Cover Letter to Sample Elementary School Counselors.....	179
Appendix E - Questionnaire	180
Appendix F - Follow-up Cover Letter to Sample Participants	183
Appendix G - Sample Determination Method.....	184
Appendix H - Counselor Educators Who Participated in the Pilot Study.....	185
Appendix I - Letters to Pilot Group.....	186

Note: Chapter numbers on the Table of Contents must agree with the chapter numbers in the text. If they are Arabic (1, 2, 3) in the text, they must be Arabic on the Table of Contents.

LIST OF TABLES

Table		Page
1	Demographic Distribution of Survey Sample.....	84
2	Distribution of Survey Sample Reporting Formats for Acquiring Knowledge About Guidance Program Evaluation.....	90
3	Distribution of Survey Sample Relating to Elementary Guidance and Counseling Program	93
4	Distribution of Survey Sample Reporting Frequency of Guidance Program Evaluation	95
5	Distribution of Survey Sample Indicating Individuals Involved in Evaluation of Guidance Program	97
6	Distribution of Survey Sample Reporting Reasons for Evaluating Guidance Programs.....	98
7	Distribution of Survey Sample Reporting Approaches Used to Evaluate Guidance Programs	99
8	Distribution of Survey Sample Reporting Sources of Data Used to Evaluate Guidance Programs	100
9	Distribution of Survey Sample Reporting Ways Information is Used From Evaluation of Guidance Programs	101
10	Ratings of Survey Sample of the Ideal Resources for Guidance Program Evaluation.....	103
11	Distribution of Survey Sample Reporting Barriers to Practice of of Guidance Program Evaluation	105
12	Ratings by Elementary School Counselors of the 12 Important Function Variables for Guidance Program Evaluation.....	110
13	Ratings by Three Groups of Elementary School Counselors of the 12 Importance Function Variables for Guidance Program Evaluation....	111
14	Summary Statistics for First Discriminant Analysis of Ratings by Elementary School Counselors of the 12 Important Function Variables for Guidance Program Evaluation.....	113

LIST OF FIGURES

Figures	Page
1 The perspective-taking task	62
2 Photo of part of the CA1 cell field from the control animal	70
3 Initial path-analytic model: Influence of caregiving duration on changes in depression	71
4 Block diagram of Willow Lake	73

Sample Request for Permission
Picture Reproduction

January 2, 20--

Permissions Department
ABZ Company
451 Main Street
Sometown, PA 00001

Dear Sir or Madam:

I am completing a master's thesis at Indiana University of Pennsylvania. I would like permission to duplicate four prints from [*insert name of original work.*]

Title: NATIVE AMERICANS OF CENTRAL PENNSYLVANIA

Collaborator: John Doe

Material to be Duplicated: Prints on pages 6, 18, 27 and 45.

Reproduction Type: Color copies

Use: The prints will be used to supplement my thesis.

A self-addressed envelope and a copy of this letter for your files are enclosed for your convenience.

Please let me know what conditions, if any, apply to this use.

Sincerely,

John Adams
Master's Candidate
History Department

Permission granted _____
Signature Date

Conditions, if any: _____

Sample Request for Permission
Text Reproduction

February 2, 20--

Permission Department
Library Book Company
301 Philadelphia Street
Sometown, PA 00001

Dear Sir or Madam:

I am completing a doctoral dissertation at Indiana University of Pennsylvania. I would like permission to duplicate the following for research use.

Title: RECRUITING ACADEMIC FACULTY, Second Edition

Copyright: Library Book Company, 1989

Author: Eric McMillan and Diane Smith

Material to be Duplicated: Pages 23, 24, 25, 26, and 57 (photocopies enclosed), all in Chapter One.

Use: To be included in my dissertation entitled "*Name of Your Dissertation*".

A self-addressed envelope and a copy of this letter for your files are enclosed for your convenience.

Sincerely,

Mildred Jones
Doctoral Candidate
Educational Psychology Department

Permission granted _____
Signature Date

Conditions, if any: _____

THESIS/DISSERTATION BINDING FORM

Name of Student _____

Address _____

E-Mail _____

Give the address where you want a **single** copy of the thesis or dissertation sent. If you are having multiple personal copies bound, you will either have to pick them up or send a postage-paid envelope to the School of Graduate Studies & Research after you receive your single copy. Indicate if any are for your committee and the Graduate School will deliver them.

Banner # @ _____ SS # _____

Department _____ Graduation Date _____

Thesis/Dissertation Chairperson _____

Thesis/Dissertation Title _____

Number of Copies _____ Amount Enclosed \$ _____ @ \$17.50 per copy

Distribution 1 Library 1 Department

Other (Number requested by student)

Please Make CHECK OR MONEY ORDER Payable To Indiana University of Pennsylvania. CASH WILL NOT BE ACCEPTED.

DISSERTATIONS ONLY

\$ 55.00 Fee for Microfilming Amount Enclosed \$ _____

\$ 45.00 Copyright Fee (Optional)

CERTIFIED CHECK OR MONEY ORDER ONLY Payable to ProQuest. NO Personal Checks Accepted by ProQuest.

SCHOOL OF GRADUATE STUDIES & RESEARCH USE

() Sent to Bindery _____ () To Department _____

() Returned from Bindery _____ () To Student _____

() To Library _____ () Extra Copies _____

Dissertation sent to UMI _____ Grade Change Submitted _____

Submitted _____ Approved _____ Graduation Date _____

Graduate Students Apply for Graduation Through URSA

Graduate students are required to apply for graduation by the established deadlines. The graduation application process is now an online function at <http://www.iup.edu/ursa>.

Deadline Dates:

May Graduation: March 1st

August Graduation: June 1st

December Graduation: October 1st

1. At the URSA homepage, log into the secure area. When prompted to enter your user ID, enter your IUP student ID number. Enter the @ symbol before you enter the number.
2. Enter your PIN.
3. Select Student Services and Financial Aid, then Academic Records, then Apply for Graduation.
4. Your IUP official academic record will display your name, IUP ID number, and Program of study. **It is important that you check this information carefully, for if a program of study is incorrect, your graduation checkout will be affected. (If your program is incorrect, you must contact the School of Graduate Studies and Research office).**
5. You must select a graduation date. Note that the online graduation application can only be used until the graduation application deadline. After the deadline date, the online program is not active. If you are applying after the deadline date, you must contact the School of Graduate Studies and Research to petition for permission to graduate.
6. Place the cursor into the box for your Name. You must enter your name EXACTLY as you wish it to appear on your diploma. Please check all spelling, capital letters, and punctuation. Again, what you enter here is the exact way your name will print on your diploma.
7. Place the cursor into the address box and type in the address to where you want your diploma sent after you are cleared for graduation. Please note that whatever address you enter here has no impact on the address(es) IUP currently has on record for you. This diploma mailing address does NOT update any address you have with the university. This is strictly for mailing your diploma.
8. Please double check all the information you have entered, and if you are satisfied it is correct, click on the gray "Submit" button.
9. The information you have entered will display. Any time you come back to check this "Apply for Graduation," the information you have entered will display. You can NOT update this information online. If you have any corrections after you have submitted your information, you must contact the School of Graduate Studies and Research in Stright Hall.
10. Go to the link containing information regarding graduation for the date for which you are planning to graduate. You should refer to this graduation information and be watchful for other information to be mailed to you.
11. Log out of URSA.