



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Doctoral Dissertation Procedure

The responsibility for a well-organized presentation of personal research rests entirely upon the candidate and is in no sense a part of the instructional responsibility of faculty members. Doctoral students must follow these guidelines to prepare the dissertation for defense and publication. Questions about dissertation procedures should be addressed to the St. John's College of Liberal Arts and Sciences Graduate Division at sjcgr@stjohns.edu.

Enrollment during the Dissertation Process

The student is responsible for maintaining continuous enrollment throughout the dissertation process up until the conferral of degree. He/she must register of the appropriate research section for each semester of dissertation preparation, including defense and revision. Graduate students enrolling for only doctoral research (950 and 975) and psychology students enrolling in an internship must also complete full-time certification forms (available on the [School Forms page](#)) each semester.

Institutional Review Board (IRB)

No research with human subjects may be conducted until all appropriate Institutional Review Board (IRB) approvals have been received. IRB forms and procedures may be found on the [St. John's University web site](#).

Style and Format of Dissertation

Dissertating students must follow the style standards approved for their disciplines (below). Sample dissertations are also available for students to use as an example in formatting their own work:

- Biology: *Scientific Style and Format: The CBE Manual Edition for Authors, Editors and Publishers*
 - Example:
<http://jerome.stjohns.edu:81/login?url=http://search.proquest.com/docview/849293087?acountid=14068>
- English: *Modern Language Association Handbook*
 - Example:
<http://jerome.stjohns.edu:81/login?url=http://search.proquest.com/docview/1719282701?acountid=14068>
- History: *A Manual for Writers*– Kate Turabian
 - Example:
<http://jerome.stjohns.edu:81/login?url=http://search.proquest.com/docview/1702054336?acountid=14068>
- Psychology: *Style Manual of American Psychological Association*
 - Example:
<http://jerome.stjohns.edu:81/login?url=http://search.proquest.com/docview/1799965486?acountid=14068>

Dissertation Forms

1. **Approval for Doctoral Dissertation Research:** After selecting a mentor and committee consisting of two full-time department faculty members, the student will submit this form, along with a research proposal, to the Dean's office. Please note that the committee, including the mentor, should total three faculty members.
2. **Readers' Copies Receipt:** Four months prior to the student's expected date of graduation, he/she must submit copies of the full dissertation (not a draft) to the mentor and committee members.
3. **Professors' Report to the Dean on Reader's Copy:** After each reader has evaluated the dissertation, he/she must report the findings to the Dean.
4. **Formal Notice of Final Oral Doctoral Defense:** The mentor and committee will propose a date for the final oral defense and note that the student has submitted a separate manuscript for publication review. Deadline dates for oral defenses are included in the Graduate Bulletin and Graduate Calendar.
5. **Final Oral Doctoral Defense Ballot:** At the final oral defense, the committee members will vote and write comments and recommendations. The presiding officer will verbally inform the student of the voting results, i.e.: approved as presented, approved with revisions, or failed.
6. **Report of Oral Doctoral Defense to the Dean:** The presiding officer of the defense committee will notify the Dean of the voting results and committee recommendations using this form. If the dissertation is approved with revisions, the student must comply with all recommendations made by the committee.
7. **Submission of Final Copy of Doctoral Dissertation:** The mentor must certify that the student has made all suggested revisions by signing this form.
 - a. After successfully defending your dissertation and making any changes required by the committee, you will follow the submission process outlined in the [ETD LibGuide](#) or [1-2-3 Submission](#). Both of these resources guide you through the creation of an account and submission of your dissertation in [ProQuest ETD Administrator](#).
 - b. Your dissertation should follow the formatting guidelines below.
 - c. Once you submit your dissertation through ETD Administrator, the Dean's office will review your submission for formatting requirements and annotate the PDF using Adobe Acrobat Reader. If your dissertation requires changes, you will receive an e-mail at both your school and permanent e-mail addresses stating that either minor or major revisions are required. The e-mail will contain a list of required revisions and the PDF of your dissertation with comments from the Dean's office.
 - d. After making the required revisions, you will re-submit your dissertation to ETD Administrator by following the link in the e-mail. You will continue with the revisions until the Dean's office has determined that your dissertation meets all formatting requirements.
 - e. Once the Dean's office approves your dissertation, we will send your document to the Library for review. The Library will review your dissertation and send any necessary changes through ETD Administrator. The Dean's office will guide you through this process toward the Library's final acceptance of your dissertation.
 - f. **Note:** If you are using material under copyright, you must obtain written permission from the author(s) prior to publication.
 - g. The following must accompany the dissertation (see attached samples):
 - Title Page: The originals must bear the original signatures of the mentor and the candidate. The date used is that of your oral defense.
 - Abstract: An abstract of the dissertation of not more than 350 words, typed and double-spaced, must also include the title of the dissertation and the name of the candidate.
 - Vita

The checklist below will help you to record your progress:

<u>Form</u>	<u>Title</u>	<u>Date Submitted</u>
1	Approval for Doctoral Dissertation Research	_____
2	Readers' Copies Receipt	_____
3	Professor's Report to the Dean on Reader's Copy	_____
4	Formal Notice of Final Oral Defense	_____
5	Ballot – Final Oral Doctoral Defense	_____
6	Report of Oral Doctoral Defense to the Dean	_____
7	Submission of Final Copy of Doctoral Dissertation	_____

Dissertation Fees

All fees will be paid directly to ProQuest.

St. John's University Libraries

Guidelines for Theses & Dissertations

Format and Style Specifications

Margins

- Margins on the left side of all pages must be at least 1 ½ inches and a minimum of 1 inch margin on the remaining 3 sides
- For horizontal (landscape) pages, the 1 ½ inch margin would be at the top of the page so that it would align with the margins on the left side of all other pages
- All charts, tables, photos, graphs, etc, must fit within these specified margins

Pagination

- **Preliminary pages** should be numbered using **lower case Roman numerals** (i, ii, iii, iv, etc.) with some exceptions
 - The **title page** is understood to be Roman number i, but the number does **not** appear on the page
 - The **copyright page** and the **abstract** should **not** be numbered and do not count towards the numbering of preliminary pages
- The **main body** of the thesis or dissertation, including appendices and references, should be numbered with **Arabic numerals** (1, 2, 3, 4, etc.)
 - The **vita** should **not** be numbered
 - There should be **no blank pages** in the document

Arrangement of Materials

Your thesis or dissertation should be arranged in the following order:

Title Page

- Title, degree name, department or division name, and school or college name should be in all CAPITAL LETTERS
- Signatures are on file with Dean's office and not required
- The title page is understood to be Roman number i, but the number does not appear on the page

Fillable template: campusguides.stjohns.edu/dissertations/stjrequirements

Copyright Page

- The copyright page includes the candidate's name and the year of graduation
- Graduating year must be the same as provided in the ProQuest ETD Administrator
- The copyright page should not display a page number and is not counted when numbering preliminary pages

Fillable template: campusguides.stjohns.edu/dissertations/stjrequirements

- Filing for copyright registration is optional and can be done when submitting through ETD Administrator for a fee of **\$75**

Abstract

- An abstract may not be more than 350 words
- The title of the thesis or dissertation as it appears on the title page and the student's name must appear at the top of the abstract; the title and name do not count towards the 350 word limit
- The abstract must be double spaced
- The abstract page(s) should not display page number(s) and are not counted when numbering preliminary pages

Fillable template: campusguides.stjohns.edu/dissertations/stjrequirements

Dedication (optional)

- If a dedication is included, it should be numbered with lower case Roman numerals continued from the previous numbered section

Acknowledgements (optional)

- If acknowledgements are included, they should be numbered with lower case Roman numerals continued from the previous numbered section

Table of Contents

- The table of contents should be numbered with lower case Roman numerals continued from the previous numbered section
- The table of contents must have the following entries in the following order:
 - Dedications, if used, with a lower case Roman numeral
 - Acknowledgements, if used, with a lower case Roman numeral
 - List of Tables and/or List of Figures, if used, with lower case Roman numeral(s)
 - The first section of the Main Body, typically the Introduction or Chapter 1, depending on your discipline, numbered as page 1 as the first page numbered in Arabic numerals
 - Other chapters and headings within the dissertation with Arabic numerals
 - Appendices with Arabic numerals
 - References with Arabic numerals
- The table of contents should NOT include the following entries:
 - Title page
 - Copyright page
 - Abstract
 - Table of Contents
 - Vita

List of Tables/List of Figures (optional)

- If tables or figures are used within the thesis or dissertation, they must be listed
- If lists are present, they must be numbered with lower case Roman numerals continued from the previous section

Main Body, Appendices (optional), and References

- The main body of the thesis or dissertation, any appendices included, and references should be numbered consecutively with Arabic numerals

Vita

- The vita is the last page and is unnumbered
- The vita should list all of your prior degrees and certificates including: the name of the degree, the name of the college or university, the city of the college or university, the major, and the month and year of graduation
- The vita should not include any personal information such as a birthday or address

Fillable template: campusguides.stjohns.edu/dissertations/stjrequirements

Other Considerations

- For Spring 2020, ***all theses and dissertations must be submitted electronically*** through ProQuest's ETD Administrator portal
- **College of Pharmacy and Health Sciences students** will submit through the CPHS ETD Administrator portal: etdadmin.com/stjohns.pharm
 - For a guide to submitting your thesis or dissertation through the CPHS portal, go to: campusguides.stjohns.edu/CPHS
- **St. John's College of Liberal Arts & Sciences, CCPS, SoE, TCB students** will submit through the general St. John's University ETD Administrator portal: www.etdadmin.com/cgi-bin/school?siteId=417
 - For a guide to submitting your thesis or dissertation through the St. John's University portal, go to: campusguides.stjohns.edu/proquest_electronic_publishing_agreement
- For additional information on formatting your dissertation, go to: campusguides.stjohns.edu/dissertations/stjrequirements
- Personal print copies can be ordered when submitting through ETD Administrator for the price of \$62 for a hardcover and \$45 for a softcover
- If the options to file for copyright and/or order personal print copies have been selected, they must be paid for at the time the thesis or dissertation is submitted
- Some schools and colleges require payment of a microfilming fee directly to the school or college by check or money order

Library Formatting Checklist for Students & Administrators

Margins

- Left side margin should be at least 1.5 inches; all other margins should be at least 1 inch
- For horizontal (landscape) pages, the 1.5 inch margin would be at the top of the page so that it would align with the margins on the left side of all other pages
- All charts, tables, photos, graphs, etc. must fit within these margins

Title Page

- Title in all uppercase letters
- Degree name correct and in all caps
- Department or division name correct and in all caps
- School or college name correct and in all caps
- Does not display a page number but IS counted
- Signatures are on file with Dean's office and not required

Copyright Page

- Has the student's name and the appropriate graduating year
- Must be centered and in the middle of the page
- Does not display a page number and is NOT counted

Abstract

- Title matches title page and is in all caps
- Student's name is aligned with the right margin
- Double spaced
- No more than 350 words long (not including name and title)
- Does not display page number(s) and is/are NOT counted

Dedication (optional)

- Heading centered and all caps
- If present, numbered with lower case Roman numeral(s) (continued from the previous numbered section)

Acknowledgements (optional)

- Heading centered and all caps
- If present, numbered with lower case Roman numeral(s) (continued from the previous numbered section)

Preface (optional)

- Heading centered and all caps
- If present, numbered with lower case Roman numeral(s) (continued from the previous numbered section)

Table of Contents

- Heading centered and all caps
- Numbered with lower case Roman numeral(s) (continued from the previous numbered section)
- Has the following entries in the following order:
 - Dedications, if used, with a lower case Roman numeral
 - Acknowledgements, if used, with a lower case Roman numeral
 - List of Tables and/or List of Figures, if used, with lower case Roman numeral(s)
 - The first section of the Main Body, typically the Introduction or Chapter 1, (discipline specific) numbered as page 1 as the first page numbered in Arabic numerals
 - Other chapters and headings within the dissertation with Arabic numerals
 - Appendices with Arabic numerals
 - References with Arabic numerals
- Table of Contents does NOT have the following entries:
 - Title page
 - Copyright page
 - Abstract
 - Table of Contents
 - Vita

List of Tables/List of Figures (if present, must include a list)

- Heading centered and all caps
- Numbered with lower case Roman numeral(s) (continued from previous section)

Main Body

- Numbered with Arabic numerals

Appendices

- Numbered with Arabic numerals (continued from previous section)

References

- Numbered with Arabic numerals (continued from previous section)

1.5" margin on
left of every page

3"
from
top of
page
to
start
of text

The title page
is considered
page I but
should not
include a page
number

1" margins
on top,
right, and
bottom of
every page

TITLE OF DISSERTATION OR THESIS

.5"

A dissertation/thesis submitted in partial fulfillment

of the requirements for the degree of

.5"

NAME OF DEGREE

.5"

to the faculty of the

.5"

DEPARTMENT OF (NAME)

.5"

of

.5"

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

at

ST. JOHN'S UNIVERSITY

New York

by

Student's Name

Date Submitted _____

Date Approved _____

Student's Name

(Sign above line and print below)

Mentor's Name

(Sign above line and print below)

Line Spacing:
1.5 lines

1" margins
on top,
right, and
bottom of
every page

4.5"
from
top of
page to
start of
text

© Copyright by Student's Name 20XX
All Rights Reserved

Line Spacing:
1.5 lines

ABSTRACT

TITLE OF THE DISSERTATION OR THESIS

All remaining pages
except the Vita are
double spaced.

Student Name

1"

Present a maximum 350-word summary of the study including (a) the main purpose or problem under investigation, (b) the specific characteristics of the participants (e.g., age/grade, sex, primary language), (c) the essential features of the research methodology (e.g., instruments, procedures, techniques for analyses), and (d) the significance and/or potential implications.

Must be double spaced

ACKNOWLEDGEMENTS (OPTIONAL)

Delete this note and the word optional in the heading; insert any acknowledgements here. Otherwise, delete this page. A dedication, if included, is considered page ii but does not have a page number. If you include a dedication, insert it on the page before this one and change the page numbers so that this is page iii. The dedication and/or the acknowledgements should be double spaced.

Preliminary
pages use
lower case
Roman
numerals

TABLE OF CONTENTS

INTRODUCTION	1
Heading 1	1
Subheading 1	1
Subheading 2	2
Heading 2	2
CHAPTER 1	3
Heading 1	3
Subheading 1	3
REFERENCES	4

The table of contents should contain each heading and subheading within the main body of the thesis or dissertation, appendices (if included), and references.

If you include both dedication and acknowledgments pages, the table of contents should be page iv. If you do not include both dedication and acknowledgements pages, this should be page ii.

LIST OF TABLES (OPTIONAL)

Delete this note and the word optional in the heading; insert a list of tables on this page. Otherwise, delete this page.

OPTIONAL

LIST OF FIGURES (OPTIONAL)

Delete this note and the word optional in the heading; insert a list of figures here.

Otherwise, delete this page.

OPTIONAL

INTRODUCTION

Delete this note and insert the main body of your thesis or dissertation here. The main body must be double-spaced.

Heading 1

 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis semper dolor quis magna condimentum, in commodo erat iaculis. Fusce cursus quam id felis tempus laoreet. Pellentesque magna tellus, iaculis eu molestie sit amet, ultrices vel felis. Quisque eu porttitor purus. Vestibulum iaculis eu nibh eget facilisis. Praesent non dui odio. Nulla id volutpat velit. Vestibulum eleifend mattis ipsum, ac venenatis metus volutpat a. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

 Quisque gravida, massa ac porttitor dapibus, tellus quam sodales lectus, ut hendrerit massa libero ut justo. Vestibulum maximus convallis metus, sit amet imperdiet eros euismod ultricies. Vivamus eu pulvinar eros. Ut quis arcu et lectus commodo luctus id nec urna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Integer rhoncus tempor nulla at rhoncus. Vivamus accumsan eleifend ligula, sed lacinia neque consectetur ac. Curabitur placerat ipsum ac est venenatis, vitae congue odio ornare. Proin quis rhoncus nisi, fermentum consectetur est. Aenean sed scelerisque odio.

Subheading 1

 Curabitur vel sapien mauris. Aenean euismod metus dui, ut luctus nunc tincidunt ullamcorper. Nullam vel massa quis nunc ultrices euismod. Nam pellentesque neque condimentum nunc efficitur scelerisque. Aliquam vehicula sollicitudin quam eu pulvinar. Phasellus eu vestibulum tellus, interdum congue justo. Phasellus vestibulum sodales

The main body,
references, and
appendices use
Arabic numerals

sapien. Fusce et nisl sed quam rutrum sagittis eu vel nunc. Ut et sodales lectus. Sed semper ipsum ut eros sodales, at semper turpis eleifend.

Subheading 2

Vestibulum vulputate rutrum tempor. Sed et lacus purus. Nullam felis urna, imperdiet consequat ligula eu, vestibulum sollicitudin nibh. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed et enim vehicula velit ornare rhoncus. Donec in nunc sollicitudin erat convallis pellentesque. Praesent a urna mattis enim consectetur cursus. Integer et nisl quis magna rhoncus semper vel sed magna. Nam tempor, nisi eu pulvinar cursus, eros quam malesuada lorem, ac laoreet enim lacus eu turpis.

Heading 2

Donec placerat malesuada diam ac feugiat. Sed vel orci fermentum, eleifend felis eu, dapibus urna. Ut at nulla ex. Vivamus purus lorem, convallis vitae tempus quis, pharetra consequat elit. Donec malesuada et augue eget lacinia. Vestibulum sit amet venenatis nisi. Donec neque ex, mollis nec ipsum sed, mattis sagittis mauris. Etiam blandit vitae sem eget finibus. Integer pulvinar quam augue, vitae interdum nulla tempus ac. Nullam mauris lectus, suscipit eu semper in, sagittis facilisis tellus.

Integer justo ante, mollis a accumsan ac, rhoncus a eros. Morbi commodo semper dui aliquam consectetur. Nulla facilisi. Fusce malesuada dolor non imperdiet consectetur. Donec hendrerit ligula mattis, laoreet ipsum laoreet, ultrices sapien. Aliquam eget libero at nisl vehicula molestie nec placerat est. Vivamus vel bibendum tortor. Morbi hendrerit ex finibus tincidunt commodo. Mauris vitae libero vitae lorem ornare dignissim id in dolor.

CHAPTER 2

Quisque consectetur quam vel magna pretium, et mattis libero interdum. Sed hendrerit neque eget magna ultricies, quis lacinia sapien suscipit. Praesent finibus, dolor sit amet rutrum semper, nisl neque finibus quam, sit amet facilisis lacus libero id lacus. Suspendisse eget egestas mauris, sed blandit nulla. Aenean et orci porta, ornare enim auctor, fringilla libero. Quisque ante libero, ornare ut vehicula ac, dictum nec nisl. Sed faucibus euismod nulla, vel viverra mi gravida sit amet. Mauris vehicula interdum nibh. Donec sodales orci libero, vel consectetur nisl facilisis eget. Mauris dignissim fermentum volutpat. Aliquam lorem erat, aliquet non felis et, pharetra egestas urna.

Heading 1

 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis semper dolor quis magna condimentum, in commodo erat iaculis. Fusce cursus quam id felis tempus laoreet. Pellentesque magna tellus, iaculis eu molestie sit amet, ultrices vel felis. Quisque eu porttitor purus. Vestibulum iaculis eu nibh eget facilisis. Praesent non dui odio. Nulla id volutpat velit. Vestibulum eleifend mattis ipsum, ac venenatis metus volutpat a. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

Subheading 1

 Curabitur vel sapien mauris. Aenean euismod metus dui, ut luctus nunc tincidunt ullamcorper. Nullam vel massa quis nunc ultrices euismod. Nam pellentesque neque condimentum nunc efficitur scelerisque.

REFERENCES

Delete this note and insert the references used in your thesis or dissertation here.

If you include appendices, insert them before this page.

2" from edge
of page

Name

Baccalaureate Degree

Date Graduated

Other Degrees and Certificates

Date Graduated

Vita

3" from edge
of page

Student Name

*Bachelor of Arts/Science, Name
of University, City, Major: XXX*

Month, Year

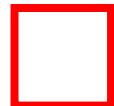
*Professional Certificate in
Subject (Year)*

*Master of arts/science, Name of
University, City, Major: XXX*

Month, Year

***Make sure to include a date for
each degree or certificate. Do
not include the current degree.
Avoid listing any other personal
information, as this will be
published on the internet.
Delete this note.***

The Vita does
not have a
page number





ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Approval Form for Doctoral Dissertation Research

Form 1

Name and X Number: _____ Date: _____

Department: _____

Area of Specialization: _____

Topic: _____

(Please attach approved prospectus or research proposal.)

Thesis Committee:

The mentor will distribute this form to all committee members for their signatures.

Topic and Committee Approval:

Comments:

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Doctoral Reader's Copy Receipt

Form 2

Candidate Name: _____ X Number: _____

Department: _____

A copy of this form must be distributed to each member of the Thesis Committee for a signature confirming receipt of the reader's dissertation copy.

Signature of Thesis Committee Member

Date

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Professor's Report to the Dean on Reader's Copy

Form 3

Please note: This form is confidential and should be transmitted to the Dean by each reader. It should not be given to the student. The University requires the Committee of Readers report separately and in writing to the Dean the result of their findings (see Graduate Bulletin).

Name of Reader: _____ Department: _____

Candidate (Name and X Number): _____

Title of Dissertation:

Please check appropriate line:

- I have read and approved this reader's copy.
- I have read but do not approve this reader's copy.

Comments:

Please check appropriate line:

- I recommend the oral defense be scheduled.
- I recommend the oral defense be deferred.

Comments:

Signature of Reader

Date

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Formal Notice of Final Oral Doctoral Defense

Form 4

Candidate Name: _____ X Number: _____

Department: _____

Date of Defense: _____ Time: _____ Place: _____

Title of Dissertation:

The signature of each member of the Thesis Committee signifies approval of the reader's copy and agreement to serve as an examiner on the stated date at the oral defense. The mentor will distribute this form to the committee for signatures and then forward it to the department Chair.

Thesis Committee Members: _____ Date: _____

1. _____

2. _____

3. _____

4. _____

5. _____

Manuscript prepared for publication review submitted to mentor.

Signature of Mentor

Date

Signature of Department Chair

Date

Signature of Associate Dean, Graduate Division,
St. John's College of Liberal Arts and Sciences

Date

copies: Department Chair, Mentor, Candidate, Examiners

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Final Oral Doctoral Defense Ballot

Form 5

Candidate Name: _____ X Number: _____

Department: _____

Title of Dissertation:

The examiner shall indicate whether candidate has passed or failed the oral defense:

Passed
 Failed

Comments or recommendations for revisions or written text of dissertation:

I wish to approve revisions before the final dissertation is submitted.

Signature of Examiner

Date

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or
sjcgr@stjohns.edu.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Report of Oral Defense to the Dean

Form 6

Candidate: _____ X Number: _____

Title of Dissertation:

Results of Voting: Passed Failed

Dissertation approved as presented
 Dissertation approved with the following revisions:

Additional Comments:

Signature of Chair

Date

Signature of Associate Dean, Graduate Division
of St. John's College of Liberal Arts & Sciences

Date



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Submission of Final Copy of Doctoral Dissertation

Form 7

Candidate's X Number: _____ Date: _____

This is to certify that _____, a candidate for the degree of Doctor of Philosophy / Doctor of Psychology / Doctor of Arts in the Department of _____, has revised his/her doctoral dissertation / research essay in accordance with the recommendations of the Thesis Committee and in accordance with University policy for formatting of dissertations.

The mentor will distribute this form to members of the Thesis Committee to sign below certifying that the recommended revisions have been made by the candidate.

1. _____
2. _____
3. _____
4. _____
5. _____

Approval of final dissertation copy:

Mentor's Signature

Date

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcg@stjohns.edu.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Request to Change Mentor/Thesis Committee Member

Student Name: _____ Date: _____

X Number: _____ Department: _____

Topic or Title: _____

Former Mentor

Print Name

Signature

Former Thesis Committee Member

Print Name

Signature

Rationale for Change

Print Name

Signature

New Thesis Committee Member

Print Name

Signature

Approval Signatures

Chair Name

Chair Signature

Date

Associate Dean Name

Associate Dean Signature

Date

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.