



# ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF  
LIBERAL ARTS AND SCIENCES

## Doctoral Dissertation Procedure

The well-organized presentation of personal research is a requirement of the doctoral degree. Follow these guidelines to prepare the dissertation for defense and publication with the University Library.

Questions about dissertation procedures should be addressed to the St. John's College of Liberal Arts and Sciences Graduate Division at [sjcgr@stjohns.edu](mailto: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)

Before any research with human subjects is conducted, all appropriate Institutional Review Board (IRB) approvals must be 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?acccountid=14068>
- English: *Modern Language Association Handbook*
  - Example: <http://jerome.stjohns.edu:81/login?url=http://search.proquest.com/docview/1719282701?acccountid=14068>
- History: *A Manual for Writers* – Kate Turabian
  - Example: <http://jerome.stjohns.edu:81/login?url=http://search.proquest.com/docview/1702054336?acccountid=14068>
- Psychology: *Style Manual of American Psychological Association*
  - Example: <http://jerome.stjohns.edu:81/login?url=http://search.proquest.com/docview/1799965486?acccountid=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.

## Dissertation: Final Copies

1. 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](#).
2. Your dissertation should follow the formatting guidelines below.
3. 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.
4. 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.
5. 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.
6. Note: If you are using material under copyright, you must obtain written permission from the author(s) prior to publication.
7. 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

## Calendar for Submission

The calendar for submission can be found here. These dates are designed to ensure that the dissertation is accepted before the deadline to graduate.

	<b>January 2024</b>	<b>May 2024</b>	<b>September 2024</b>
<b>Submit Reader's Copies Dissertation/Thesis to Chair (Form 2/3)</b>	Sunday, October 15, 2023	Friday, March 15, 2024	End of Summer Session I
<b>Defend Dissertation/Thesis (Form 5)</b>	Tuesday, October 31, 2023	Sunday, March 31, 2024	End of Summer Session II
<b>Submit Dissertation/Thesis to the Dean's Office after Committee has approved it (Form 6)</b>	Monday, November 20, 2023	Friday, April 19, 2024	
<b>Submit Final Copy of Dissertation/Thesis to the Dean's Office (Form 7)</b>	Monday, December 4, 2023	Monday, April 29, 2024	Wednesday, September 11, 2024
<b>Submit Final Copy of Dissertation/Thesis to the Library</b>	Monday, December 11, 2023	Monday, May 6, 2024	Wednesday, September 18, 2024

**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](https://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](https://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](https://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](https://campusguides.stjohns.edu/dissertations/stjrequirements)

#### **Other Considerations**

- **All theses and dissertations must be submitted electronically** through ProQuest's ETD Administrator portal.
- **St. John's College of Liberal Arts & Sciences students** will submit through the general St. John's University ETD Administrator portal: [www.etdadmin.com/cgi-bin/school?siteId=417](http://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](https://campusguides.stjohns.edu/proquest_electronic_publishing_agreement)
- For additional information on formatting your dissertation, go to: [campusguides.stjohns.edu/dissertations/stjrequirements](https://campusguides.stjohns.edu/dissertations/stjrequirements)
- Personal print copies can be ordered when submitting through ETD Administrator, the starting price is \$51 for a hardcover and \$38 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.

## 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)

## **College & Department Names**

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

DEPARTMENT OF BIOLOGICAL SCIENCES

DEPARTMENT OF ENGLISH

DEPARTMENT OF HISTORY

DEPARTMENT OF PSYCHOLOGY

1.5" margin on left of every page

At least 2" 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

.5"

TITLE OF DISSERTATION OR THESIS

A dissertation/thesis submitted in partial fulfillment of the requirements for the degree of

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

Line Spacing: 1.5 lines

Date Submitted \_\_\_\_\_

Date Approved \_\_\_\_\_

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Mentor's Name

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



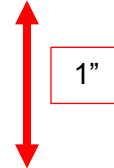
Line Spacing:  
1.5 lines

**ABSTRACT**

TITLE OF THE DISSERTATION OR THESIS

All remaining pages except the Vita are double spaced.

Student Name



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.

OPTIONAL

Preliminary pages use  
lower case Roman  
numerals

ii

## 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.

### Subheading 1

Curabitur vel sapien mauris. Aenean euismod metus dui, ut luctus nunc tincidunt

1

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.

## 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.

Vita

2" from edge  
of page

3" from edge  
of page

Name

*Student Name*

Baccalaureate Degree

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

Date Graduated

*Month, Year*

Other Degrees and Certificates

*Professional Certificate in  
Subject (Year)*

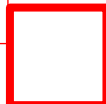
*Master of arts/science, Name of  
University, City, Major: XXX*

Date Graduated

*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





## 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.)

### Dissertation Committee:

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

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

### Topic and Committee Approval:

Mentor Name	Mentor Signature	Date
Chair Name	Chair Signature	Date
Associate Dean Name	Associate Dean Signature	Date

### 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](mailto:sjcgr@stjohns.edu).



## 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 Dissertation Committee for a signature confirming receipt of the reader's dissertation copy.

\_\_\_\_\_  
Signature of Dissertation 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](mailto:sjcgr@stjohns.edu).





## 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.



## 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 Dissertation 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.

Dissertation 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,

\_\_\_\_\_  
Date St. John's College of Liberal Arts and Sciences

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](mailto:sjcgr@stjohns.edu).



## 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.

**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

\_\_\_\_\_  
Date of St. John's College of Liberal Arts & Sciences

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

## 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 in the Department of \_\_\_\_\_, has revised his/her doctoral dissertation / research essay in accordance with the recommendations of the Dissertation Committee and **in accordance with University policy for formatting of dissertations.**

The mentor will distribute this form to members of the Dissertation 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 [sjcgr@stjohns.edu](mailto:sjcgr@stjohns.edu).



**Request to Change Mentor/Thesis Committee Member**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

X Number: \_\_\_\_\_ Department: \_\_\_\_\_

Topic or Title: \_\_\_\_\_

**Former Mentor**

**New Mentor**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Former Dissertation Committee Member**

**New Dissertation Committee Member**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Rationale for Change**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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](mailto:sjcgr@stjohns.edu).