**Thesis Signature Page Instructions and Template**

**Student Affairs in Higher Education**

**ALL FOUR SECTIONS** of the signature page should follow IUP’s Thesis-Dissertation Manual (pages 25-26) available at <http://www.iup.edu/thesismanual/>

Students should electronically submit a template of their blank signature page at least 5 business days prior to their defense to [grad-research@iup.edu](mailto:grad-research@iup.edu). The Thesis-Dissertation Office will ensure that it is correct and eliminate the need to have it revised and re-signed later.

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

* Indiana University of Pennsylvania
* School of Graduate Studies and Research
* Department of Student Affairs in Higher Education (not your specific degree program)

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

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

1. **THE THIRD SECTION**, the committee member signature section, must include:

* Lines for committee members to write the defense **date on the left**
* Lines for committee members to **sign their names on the right**
* Below the committee member signature lines each committee member should have:
  + Committee member name (exactly as it appears on the abstract page), comma, and his/her degree abbreviation (without any internal spaces, i.e. Ph.D. not Ph. D.)
  + Specific university position within the department (i.e. Professor of Student Affairs in Higher Education, Assistant Professor of Student Affairs in Higher Education, Associate Professor of Student Affairs in Higher Education, etc.). Verify the correct positions by asking the committee members.
  + For the committee chair only, who must be listed first, either “Advisor” or “Chair” should follow the university position (separated from the position with a comma)

**Special Circumstances**

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

**Distinguished University Professor**

* + If you have a retired committee member:
    - If the retiree is your chair, he/she can only serve as a chair for a year after the retirement date. If it has been over a year from the retirement date, he/she must move to a fourth position on the committee, similar to an outside reader.
    - If the retiree is a committee member, he/she must move to a fourth position on the committee, similar to an outside reader, as soon as the date of the retirement.
    - A retired committee member’s university department position should be noted as **Professor of Student Affairs in Higher Education, Retired**
    - If a retired committee member has been granted Emeritus status, the university department position should be noted as **Professor Emeritus of Student Affairs in Higher Education** for a male committee member or **Professor Emerita of Student Affairs in Higher Education** for a female committee member.

1. **THE FOURTH SECTION** should include (flush left):

* ACCEPTED
* A line for Dean Martin to sign his name on the left and a line for the date on the right
* Randy L. Martin, Ph.D.
* Dean
* School of Graduate Studies and Research

**Other Important Information**

There must be sufficient space for each member of the committee and the Dean of the School of Graduate Studies and Research to date and sign the thesis. If there are fourth or fifth committee members, space within the committee member section must be condensed to make room for them; spacing in the top and bottom sections of the signature page should not be altered.

The signature page is page ii unless a copyright page is included in the thesis or dissertation and then it will be page iii.

Signature pages can never have scanned, faxed, copied, or electronic signatures on the original or they will not be accepted. They must contain only original, hand-written signatures and dates.

Signature pages should be clean copies with no stray lines, marks, or running headers on them.

Signature pages do not need to be submitted to the Thesis-Dissertation Office on bond paper (unless required by the committee). Signature pages are accepted on regular printer/copy paper.

Dean Martin will sign and date the signature page after you defend, complete a compliance review of your document, and upload to ProQuest. You do not need to personally obtain his signature before turning in your signature page.

For the digital copy of your thesis that will be uploaded to ProQuest, it is optional to include the date of the defense on the committee member date lines and the phrase “Signature on file” above the line for the committee member’s signatures. “Signature on file” can also go above Dean Martin’s name, but leave the date line blank.

**For the purposes of the template below, committee names from your department have been added as examples. Please note, however, that the student name and the committee member names and positions will need to be changed to reflect the proper information for each student document.**

Indiana University of Pennsylvania

School of Graduate Studies and Research

Department of Student Affairs in Higher Education

We hereby approve the thesis of

Student Name

Candidate for the degree of Master of Arts

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Holley Belch, Ph.D.

Professor of Student Affairs in Higher Education, Advisor

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John Mueller, Ed.D.

Professor of Student Affairs in Higher Education

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Maryanne Benjamin, Ph.D.

Assistant Professor of Student Affairs in Higher Education

ACCEPTED

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Randy L. Martin, Ph.D.

Dean

School of Graduate Studies and Research