

(SAMPLE THESIS APPROVAL PAGE)

We hereby approve this thesis for

(student name)

Candidate for the Master of Education degree for the

College of Education and Human Services, Department of (_____)

and the CLEVELAND STATE UNIVERSITY

College of Graduate Studies

Thesis Chairperson, (type name here)

Department & Date

Thesis Committee Member, (type name here)

Department & Date

Thesis Committee Member, (type name here)

Department & Date

Associate Dean (type Dr. Kristine Still here)

College of Education and Human Services & Date

Student's Date of Defense: (type date here)

Note: Additional lines may be added if there are more Committee members

INSTRUCTIONS FOR SUBMITTING FINAL APPROVAL OF THESIS

1. The pdf version of the thesis procedures, format guidelines, student responsibilities, arrangement of sections, and the preparation of the final manuscript can be found at:
<http://www.csuohio.edu/gradcollege/students/thesis/thesis-complete.pdf>
2. You should have your “Thesis/Dissertation Proposal Approval Form” completed at the start of your thesis registration hours. Once you register for thesis credit, you must register for a minimum of one thesis credit hour each term until the thesis is completed and successfully defended. The number of credits is determined by your thesis chairperson and must be indicated on your *Program of Study*. The College of Graduate Studies requires that you register for thesis credit for the summer term only if you intend to defend your degree that semester. Please refer to your *Program of Study* for the appropriate course number for your thesis.
3. Upon completion of the final thesis, you need to submit your thesis and **two** approval pages (see sample approval page on back) to your thesis chairperson. Your thesis chairperson must submit both approval pages with signatures of the committee members and department chairperson to the Education Student Services Center (ESSC), JH 170, for the Associate Dean’s signature. Once all signatures have been obtained, the two original approval pages will be returned to you for inclusion in your thesis. There must be **at least** two original signed approval pages to be inserted into the two Library copies of your thesis manuscript.
4. The deadline for submission of the final thesis is the last day of classes for that term.
5. The thesis chairperson must also submit a grade for thesis credit at the end of the term.
6. If a “T” grade was given for thesis credit in any previous term, a *Grade Change Form* must be submitted to change that “T” grade to the final grade for your thesis.