

INSTRUCTIONS FOR APPROVAL PAGE

Word Document Template Form

N.B. – You must have the format of the Approval Page pre-approved BEFORE your defense. You will obtain the necessary signature on the Approval Page at your defense. Following your defense, you must scan the signed copy of this form and insert it into the final version of your dissertation or thesis prior to final submission.

Follow these instructions carefully:

- First, save this document to your computer.
- To fill in the form, click inside the grey highlighted fields that start with “Enter.” Follow the prompts within each grey field. As you type, your text should overwrite the template text and the grey fill should disappear.
- For example, in the first field, enter either Thesis or Dissertation, as appropriate. Then click inside the next field to enter the correct degree (e.g., “Master of Science”).
- Do not make any changes to the layout, font style or font size on this template.
- Where asked to enter your name, use your full legal name or name as it appears in Banner.
- The committee chair should be listed first. If you have co-chairs, list them in the first two slots. If you do not have co-chairs, you will need to adjust the template accordingly. Your other W&M committee members should be listed next, and your outside committee member (usually a person outside of W&M) should be listed last.
- Use the format shown in these examples:

First Name Last Name, Rank, Department
Institutional Affiliation

Mary Doe, Associate Professor, Computer Science
College of William & Mary

Dr. Roger Smith
Jefferson Lab

Julie Public, Professor, Physics
University of Virginia

- Note that the proper way to list W&M on the Approval Page is “College of William & Mary.” Be sure to use the “&” instead of “and.”
- When you have completed the form, delete any unused signature lines and grey highlighted fields.
- If you have questions, contact Vicki Thompson Dopp in the Office of Graduate Studies.

FORM ON NEXT PAGE

APPROVAL PAGE

This **Enter "Thesis" or "Dissertation" Here** is submitted in partial fulfillment of the requirements for the degree of

Enter Master of Science, Master of Arts, or Doctor of Philosophy Here

Enter your full legal or Banner name here. Sign on line above.

Approved by the Committee **Enter Month and Year Here**

Committee Chair or Co-Chair

Enter Committee Chair Name here in the Following format: First Name Last Name, Rank, Department name Affiliation

Co-Chair

Enter Co-Committee Chair Name here in the Following format: First Name Last Name, Rank, Department name Affiliation

Enter Committee member Name here in the Following format: First Name Last Name, Rank, Department name Affiliation

Enter Committee member Name here in the Following format: First Name Last Name, Rank, Department name Affiliation

Enter Committee member Name here in the Following format: First Name Last Name, Rank, Department name Affiliation