# **The University of Chicago Dissertation Office\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Departmental Approval Form

The Dissertation Office provides help to students, but we expect students to ask for assistance well in advance of the deadline and to submit finished, edited versions of the dissertation, not drafts, as final submissions. The dissertation defense and any changes recommended by the dissertation committee must occur prior to the final submission. When a student completes the submission process on the ETD Administrator, the dissertation should be in its final form, in full compliance with university requirements, and thus ready to be processed without the need for any changes. If, however, the Dissertation Office audit reveals that the student has not met all the university requirements, staff will notify the student and the department by email to request revisions or additional material. Students who are unable to respond in time may need to defer graduation.

**Instructions for the Department or School:**

Graduate program administrators have ETD Administrator accounts and may view dissertation submissions while the submission is in progress. They can provide the chair of the department or dean of the professional school with a copy of or access to dissertation files and details. Chairs/deans who would like ETD Administrator accounts may request one from the Dissertation Office.

Review the dissertation files and details from the ProQuest ETD Administrator using the checklist below.

**Checklist:**

\_\_\_\_\_The PDF on the ETD Administrator site is in its final form, with no further changes expected from the author. Any supplementary files are also final.

\_\_\_\_\_The ETD Details section is complete, including basic details such as the 8 digit student ID (for internal use), publishing information, degree/department information, subject categories, keywords, and an abstract of no more than 500 words.

\_\_\_\_\_The author’s name and the title are in upper and lower case as they will appear in the convocation program but otherwise correspond to the dissertation PDF.

\_\_\_\_\_The delayed release period indicated is the same for both ProQuest and the institutional repository when both options are selected.

\_\_\_\_\_For all instances where the dissertation includes previously copyrighted material beyond “fair use” written permission from the copyright holder is provided.

\_\_\_\_\_The layout and style of the title page follow exactly the model provided by the Dissertation Office. The author’s name, title, and department are in upper case in the PDF but otherwise correspond to the ETD details.

\_\_\_\_\_All tables, figures, text, and page numbers appear within the prescribed margins.

\_\_\_\_\_The body of the dissertation is double-spaced.

\_\_\_\_\_Font is legible, not ornamental, and equivalent in scale to 10pt. Arial or 12pt. Times New Roman. Special characters, including formulas, render properly.

 \_\_\_\_\_All pages are numbered consecutively, and no page is missing. The first text page is Arabic numeral 1. Preliminary pages are in lower case Roman numerals, with the title page counting as “I” although no page number appears on it.

\_\_\_\_\_Each page has a page number on it except for the title, copyright, dedication, part-opening, and epigraph pages.

\_\_\_\_\_Chapter titles, subheadings, footnotes, and bibliography or references are consistently and appropriately formatted.

\_\_\_\_\_If there are tables and figures in the dissertation, a List of Tables and/or a List of Figures with accurate numbers, titles, and page references follow(s) the Table of Contents. Lists begin on separate pages. Each table and figure has a unique number and caption assigned to it and includes the source where applicable.

\_\_\_\_\_Titles and page numbers in the Table of Contents correspond to the text. Supplementary files are listed in the Table of Contents.

\_\_\_\_\_ All digital media submitted complies with the specifications set by ProQuest, by the Library, and by the student’s department.

\_\_\_\_\_The dissertation meets the specifications set by the department, in addition to complying with the guidelines presented in the *University-Wide Requirements for the Ph.D. Dissertation*. This applies to all images in the PDF and to all supplemental files.

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Quarter.

 *Doctoral Candidate* *Year* *Summer / Autumn / Winter / Spring*

The dissertation submission on the ProQuest ETD Administrator is in its final form, meets the university-wide requirements for the dissertation, and has been accepted as satisfying the degree requirements of the

Department or Graduate

School: Program Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 *Signature of the Chair of the Department or Dean of the School*

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