Thesis/Dissertation Paperwork and Formatting Approval Process

1. Student begins the program and chooses their advisor and at least two other faculty members to be on their Thesis/Dissertation Committee.

2. Student has their Thesis/Dissertation Committee Appointment Form signed by their advisor, the other members of the committee, their program coordinator, their department chair, and their college dean.

3. Student pays the $75 Thesis and Dissertation Fee on the Rowan Online Marketplace in order to get access to the Pre-Submit Workshop on Canvas.

4. Student creates an account for the Pre-Submit Workshop on Canvas, takes the Pre-Submit Agreement quiz, and uploads their Thesis/Dissertation Committee Appointment Form with all signatures except the Dean of the School of Graduate Studies to the Assignments section.

5. The Office of Graduate Research Services sends the Thesis/Dissertation Committee Appointment Form to the Dean of the School of Graduate Studies for their signature. Once it is received, uploads the fully signed form to Canvas for the student’s records.

6. Upon advisor approval, student conducts their research and writes their thesis/dissertation. Student finishes their thesis/dissertation and defends it to their committee. (This step, which can last between 16 years, is entirely guided by the student’s college or department.)


8. The Program Coordinator or Department Chair requests changes to the thesis/dissertation. The student revises and resubmits. The Program Coordinator/Chair approves the thesis/dissertation and signs the Thesis/Dissertation Approval Form.


11. Student uploads thesis/dissertation document and Thesis/Dissertation Approval Form (with parts A, B, C and D signed) to ProQuest ETD.

12. The Office of Graduate Research Services reviews the student’s submission and decides whether the formatting is complete or if the student needs to make further revisions.

13. The Office of Graduate Research Services requests changes and sends revision notes back to the student. When the revisions are complete, the student resubmits their work for further feedback or approval. (There are usually several rounds of requested edits.)

14. When the student’s revisions are acceptable, the Office of Graduate Research Services sends a notice of formatting approval to the student.

15. The Office of Graduate Research Services signs part F of the Thesis/Dissertation Approval Form and sends the form to the Dean of the School of Graduate Studies to sign part F.

16. The fully signed Approval Form is sent to the Registrar to alert them that the final formatting has been accepted. This notice is also sent to the student.