

# Thesis and Dissertation Proposal Approval Form      College of Graduate Studies

Prior to a student registering for Master Thesis or Doctoral Dissertation, a Committee must be formed. Once a student has a proposed thesis or dissertation project approved by the supervising committee, the student should complete this form and secure the required signatures. The form should be sent by the Committee Chairperson to the Department Chairperson, for signature, then to the Academic College Dean and finally to the Graduate College Dean. **Student submissions are unofficial.** CSU faculty or staff forward to Graduate Studies at [grad@csuohio.edu](mailto:grad@csuohio.edu). Upon final approval, the student is then permitted to register for thesis/dissertation credits. A copy of the form is sent to the student and the Department after all signatures are secured. See the requirements below on Committee membership.

Name \_\_\_\_\_ CSU ID# \_\_\_\_\_

Address \_\_\_\_\_  
*city, state, zip code*

Proposal:    Master's Thesis     Doctoral Dissertation    Department of \_\_\_\_\_

Proposed Title: \_\_\_\_\_

**\*Committee Membership    (Please print names. \*\*Please list University or organization if other than CSU.)**

Chairperson _____	Dept _____
**University _____	Signature _____
Member _____	Dept _____
**University _____	Signature _____
Member _____	Dept _____
**University _____	Signature _____
Member _____	Dept _____
**University _____	Signature _____
Member _____	Dept _____
**University _____	Signature _____

<b>Notification</b>		<b>Final Approval:</b>	
_____	_____	_____	_____
Department Chairperson	Date	Graduate College Dean	Date
_____	_____	_____	_____
Academic College Dean	Date	Graduate College Dean	Date

**\*Master's thesis committees** must be composed of at least three members. The chairperson and at least two other members must hold Graduate Faculty status. **\*Doctoral dissertation committees** must consist of at least three members. The chairperson and at least two other members must hold Graduate Faculty status. At least one member of the dissertation committee must be outside of the unit awarding the degree. The outside member must hold Graduate Faculty status; or be approved by the Graduate Dean. Both master's thesis and doctoral dissertation committees may have additional members beyond the minimum of three persons. To be a voting member, the additional person(s) must have Graduate Faculty status. Committee members not holding Graduate Faculty status may serve as non-voting members of the committee. To determine if a faculty member holds Graduate Faculty status, please consult the College of Graduate Studies' website at <https://graduate-studies.csuohio.edu/> or, contact the College of Graduate Studies at 216-687-9370, Parker-Hannifin Hall, 218.