Student name: ________________________________ ID # ________________________________

Phone #: ________________________________ Email: ________________________________

Chair email: ________________________________ Program: ________________________________

**Note:** Thesis Chair/Advisor must verify that all format requirements have been completed properly by comparing checklist to text, ticking off each checkbox (or explaining deviations under “Comments”), and signing checklist. Please see [http://chapman.libguides.com/dissertations](http://chapman.libguides.com/dissertations) for page samples, steps for submission, and librarian contact information.

**Title Page (first page in document):**
- Include full title of thesis.
- Next line, include “A Thesis by”.
- Next line, include student’s first, middle (if desired), and last name.
- Insert one blank line.
- Next line, include “Chapman University”.
- Next line, include “Orange, CA” if at the Orange campus or “Irvine, CA” if at the Rinker campus.
- Next line, include name of school or college.
- Next line, include “Submitted in partial fulfillment of the requirements for the degree of”.
- Next line, include the full name of the degree, spelling out its name (i.e. "Master of Arts").
- Next line, include month and year in which the degree is awarded.
- Insert one blank line.
- Next line, include “Committee in charge:”, followed on subsequent lines by names of all committee members, with the chair labeled.
- Do not include page number.
- Center text vertically (equal white space on the top and bottom of the page) and horizontally (equal white space on the left and right sides of the page).
- All text must be double-spaced.
- School, department, or program logo may be included at the bottom of the page. (optional)

**Approval Page (second page in document):**
- Top line should read “The thesis of [Student’s Name exactly as on title page] is approved.”
- Create signature line (with name underneath) for each committee member. Label chair as you did before.
- All committee member signatures are mandatory. Signatures may be original (pen on paper) or digital.
- If using original signatures, the signature page must be scanned in high quality (at least 300 dpi) and at a proper size to match the look of the rest of the thesis file.
- Include month and year of defense.
- Do not include page number.

**Copyright Page (third page in document):**
- Include full title of thesis (be consistent with title page).
- Next line, include “Copyright” with symbol (©) and year.
- Next line, include “by [Student’s Name exactly as on title page]”. (Note: "by" is lowercase.)
- Number as page “III”.

**Acknowledgements, Vita, and/or List of Publications (optional subsequent page in document; remember, what you write could be read by others):**
- Label as ACKNOWLEDGEMENTS, VITA, and/or LIST OF PUBLICATIONS in caps, and center justify this line. (If including multiple, they should be separate pages, formatted as shown in the template.)
- Assign the appropriate uppercase Roman numeral as a page number for each page.