



Graduation Packet for Master's Candidates: Thesis

Important: You must be a registered student during the term in which you graduate. Submit all items listed below no later than their respective deadlines. Failure to meet specified deadlines may result in postponement of your graduation.

Application for Graduation [2231]. Submit this form with the Graduation Fee of \$100 no later than the end of registration for Session 2 of the term in which you will graduate. The Graduation Fee is valid for ONE YEAR ONLY and is non-refundable. If you find that you will not complete your degree requirements within that year, contact the Dean of Academic Affairs.

Petition to Write a Thesis [2302]. Submit this form, signed by all members of your committee, *before submitting a Thesis Proposal (the next step in this list)*. This will require submitting a technical writing sample to your potential thesis committee members to convince them that you are capable of academic writing at the Master's level.

Thesis Proposal [2253]. Submit this form, signed by all members of your committee, *before registration for your first thesis credits*.

Obtain a copy of the current *Dallas Int'l Guide for Preparing Theses* from your thesis Chair.

Approval to Schedule Thesis Defense [2251]. Submit this form, signed by all members of your committee, *no later than 2 weeks before the proposed date of your defense*. Attach a draft copy of your thesis with this form to be forwarded to the Library for technical checks on works cited.

Thesis. You must submit two unbound, *approved* copies of your thesis with the Thesis Binding Fee (\$30 per copy). The deadline is **at least six (6) working days before the end of the term in which you will graduate**. THIS DATE IS NOT FLEXIBLE. Carefully follow the guidelines in the *Dallas Int'l Guide for Preparing Theses* before submission of your approved thesis copies to the Dean of Academic Affairs.

Library Clearance Form & Certificate of Financial Release [2232]. Submit this form, signed by the Librarian and the Business Manager respectively, by the *last class day*.

Thesis Publication Permission Form]. Submit this form to the Academic Dean's office when you submit your two thesis copies for the final Mechanical Check prior to binding.

Application for Graduation

Expected term of completion: _____

I am a FERPA protected student—photo only.
I am a FERPA protected student—fully restricted.

Your Name: **(full name exactly as it should appear on your Diploma)**

(Please use exact spacing, accent marks, and capitalization.)

| | |
|---|---|
| <p>Address where final diploma should be sent: _____ _____ _____</p> <p>Current Phone #: _____</p> <p>Email: _____</p> | <p>Cap, gown, (and hood--MA only) will be available to borrow for the commencement ceremony. <i>You may keep the tassel from your cap as a memento.</i></p> <p style="text-align: center;"><input type="checkbox"/> Check here if you want to keep your MA hood.</p> <p>Please indicate size for gown: HEIGHT: ___ feet ___ inches</p> |
| <p>Degree:</p> <p>BA International Service _____</p> <p>MA Abrahamic Studies _____</p> <p>MA Applied Linguistics _____</p> <p>MA Language and Culture Studies _____</p> <p>MA World Arts _____</p> | <p>Minor/Concentration</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">Non-Thesis (MA only) Thesis (MA only)</p> |
| <p>Do you want notification of your graduation sent to your hometown newspaper? Yes No</p> <p style="text-align: center;">(You must notify additional newspapers directly.)</p> | |
| <p>Name & Address of newspaper: _____</p> <p style="padding-left: 40px;">I definitely plan to participate in the graduation ceremony.</p> <p style="padding-left: 40px;">I definitely do not plan to participate in the graduation ceremony.</p> <p style="padding-left: 40px;">At this time, I am uncertain if I will participate in the graduation ceremony.</p> | |

Commencement Invitations: Do not order any invitations.
Order only the 20 invitations included in the graduation fee.
Order _____ additional invitations.
(You are responsible to pay for the extras.)

Note to Fall graduates: There is no Fall Commencement ceremony. You will be honored in a special chapel. Notify the Dean of Students if you want to participate in the Spring Commencement ceremony. You will not receive your diploma during the graduation ceremony. Your diploma will be mailed to you, at the address you give to the Registrar, upon verification of completion of all requirements.

Deadline: No later than the end of registration for Session 2 of the term in which you plan to graduate. Please make payment of the \$100 graduation fee at the Dallas Int'l Finance Office. Submit this completed form to the Dean of Academic Affairs office.

METHODS OF PAYMENT

Payable to Dallas Int'l. CHECK OR MONEY ORDER ONLY. NO CREDIT CARDS ACCEPTED.

***** The Graduation Fee is valid for ONE YEAR ONLY and is non-refundable. *****

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|---|
| <p>Finance Office Receipt of Payment Amt Paid: _____ Date: _____ Initial _____ (Finance) _____ (Registrar) Dean's Assistant to notify the following when application is received (President, Deans, Department Head, Library, Finance, and Registrar).</p> |
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DALLAS INTERNATIONAL UNIVERSITY

Student's Name:

Date:

By affixing my signature to this Petition, I affirm that I have seen a sample of this student's writing, that I believe this student is capable of the level of academic writing that is required for a Master's thesis, and that I am willing to serve as a member of this student's advisory committee.

Signature of Supervising Committee Head

Date

Signature of 2nd Supervising Committee Member

Date

Signature of 3rd Supervising Committee Head

Date

Signature of 4th Supervising Committee Member

Date

Note: The Committee Head (or one of two co-heads) must be a Dallas Int'l core faculty member. There must be at least two Dallas Int'l faculty members on the committee (one may be an adjunct – but not the head and not both co-heads).

*Student: **After** receiving approval on this petition, submit the Thesis Proposal Form.*

Thesis hours are replacing the following electives on Intended Plan of Study:

Comments:

Signature of Student

Date

Signature of Department Head

Date

Signature of Dean of Academic Affairs

Date

After the Dean's signature is obtained, return this form to the Registrar.

Thesis Proposal

*NOTE: If you intend to write a thesis, you must first submit a **Petition to Write a Thesis** form to your Department Chair to obtain permission to do so before submitting this form. The petition requires submission of a technical writing sample to your potential thesis committee members so they are convinced that you are capable of academic writing at the Master's level.*

Your thesis proposal is to be approved by all members of your committee before you register for thesis credits. It would be to your benefit to obtain approval early as a guide in your studies and research.

Research involving people as the subject(s) or source(s) of your research may necessitate approval from the *Human Subjects Research Committee* before research commences. This approval should be at the time of your thesis proposal.

Student Name: _____
(last) (first) (middle name/initial)

Majoring in _____ with a concentration in _____

Tentative thesis title: _____

Check here if you have received the most current copy of the Dallas Int'l *Guide for Preparing Theses*.
Note that student thesis bibliographic references should follow the style manual recommended by their department.

We, the undersigned members of the Dallas Int'l faculty, approve the above-mentioned Thesis Proposal.

Signature of Committee Chairperson (date) Signature of Committee Member (date)

Signature of Committee Member (date) Signature of Committee Member (date)

Human Subjects Research Committee Approval

The Human Subjects Research Committee has approved the proposed research methodology as presented in the above-mentioned Thesis Proposal.

Human Subjects Research Committee Chairperson (date)

It is the responsibility of the student to ensure that his or her research does not violate the standards of the federal policy on human subjects research. This action by the Human Subjects Research Committee is based solely on information presented to it by the student in the above-mentioned Thesis Proposal and is advisory only, as a service to the student researcher.

Signature of the appropriate Department Chair is required for final approval. Return the completed form to the Dean of Academic Affairs office.

Department Chair (date)



Approval to Schedule Thesis Defense

- 1. This form is to be filled out and filed by the Thesis Chairperson and submitted to the Academic Affairs Office.
2. The thesis defense must be scheduled no later than 2 weeks before the proposed date of the defense and only after a completed draft of the thesis has been submitted to the committee.
3. The actual date of the defense must be no later than one week before the end of the term.
4. Attach a printed draft copy of the thesis with this form to be forwarded to the Library for technical checks on works cited.

Student last name First name Middle name/initial

(name of major) with a concentration in (name of concentration)

Thesis title:

We, the members of the above-mentioned student's committee, approve scheduling a thesis defense.

Signature of Committee Chairperson (date)

Signature of Committee Member (date)

Signature of Committee Member (date)

Signature of Committee Member (date)

Schedule of Thesis Defense

Date (>= 2 weeks after filing this form) Time (2 hours) Location

Approved: Dean of Academic Affairs Date

FOR OFFICE USE:

Table with 3 columns: Task, Initial, Date. Rows include: Date, time and location confirmed on GIAL room schedule; Notify Library of defense date and time; Thesis Chairperson obtains form '2252 Thesis Defense Report.pdf' from GIALDocs\2 ACADEMIC AFFAIRS\2.0\2.0.6 FORMS-Academic\Thesis Forms; Dean's Assistant to record date on graduation tracking worksheet; File this completed form with the Registrar.



DALLAS INTERNATIONAL UNIVERSITY

Library Clearance

_____ (print or type) Last name First name Middle name / initial
 Dallas Int'l Library card # _____ who is scheduled to graduate in _____, (month / year)
 has no library book(s) or library fines outstanding.

_____ (Librarian Authentic Signature) _____ (Librarian Typed Signature) _____ (Date)

**** Submit this form to the Office of the Dean of Academic Affairs by the last class day of the term in which you are scheduled to graduate.***

NOTE TO LIBRARIAN: Please de-activate the student's library privileges as a Dallas Int'l student.

Certificate of Financial Release

This student who is scheduled to graduate in _____ has no unpaid tuition and/or fees.
 (month/year)

_____ (Business Manager Authentic Signature) _____ (Business Manager Typed Signature) _____ (Date)

Thesis Writer's Clearance Release

Does not apply I did not write a thesis.

Thesis binding fee has been paid.

_____ (Business Manager Authentic Signature) _____ (Business Manager Typed Signature) _____ (Date)

I have submitted a Thesis Publication Permission Form to the Academic Dean's office.

I have submitted a PDF copy of my thesis to the Academic Dean's office.

_____ (Dean's Assistant Authentic Signature) _____ (Dean's Assistant Typed Signature) _____ (Date)

For office use only (initial when complete):
 Dean's office has received completed form.
 Sent form to registrar for filing in student's file.
 Scan and file.



Thesis Publication Permission Form

Dallas Int’l desires to publish your thesis on our webpage:

<https://www.diu.edu/academics/student-theses/>

Publishing your thesis adds to the reputation and prestige of the school and is an easy way to make your work available to the public. However, we recognize that some students, particularly those working in sensitive countries, would not desire to have their name and thesis title or their thesis available online. Also, you own the copyright to your thesis and should you desire to have your thesis published elsewhere, most publishers will not publish a work that is freely published on the Internet.

So please choose one of the options below:

1. Publish Thesis Title and Student Name Only

I request that Dallas Int’l publish only my Thesis Title and my Name as the author on their webpage, but not make the thesis itself available for public download.

Block Print Name

Copyright Holder Signature

Date

2. Publish Thesis Title and Student Name and Thesis itself

I request that Dallas Int’l publish my Thesis Title and my Name as the author, and a link on their webpage making my thesis available for anyone to download.

Block Print Name

Copyright Holder Signature

Date

3. Do NOT Publish my Thesis, or Thesis Title, or Student Name

I deny permission for Dallas Int’l to publish my Thesis Title OR Name on their webpage, and I deny permission for Dallas Int’l to make my thesis available Online.

Block Print Name

Copyright Holder Signature

Date

Please return this form to the Academic Affairs office.