REQUIREMENTS
One (1) inch margins all around
One (1) font. One (1) size, 11 or 12 pt only
Single space only
Layout exactly as shown

Announcing the
Final Examination of
Student Name (as appears in OneStart)
for the
Degree of Doctor of Philosophy in (department)
Day, Date, Time
Room, Building

Dissertation: Format Precheck Workshop

(The summary, no less than 150 words, is informative and contains a brief statement of the principal results and conclusions. Unlike the abstract, which is for specialists in the field, an attempt should be made in the summary, whenever possible, to communicate the findings in language and style that can be understood by the University community at large.)

Outline of Studies (this is your current studies) Educational Career (this is prior degrees)

Major: Field Degree, Institution, year graduated
Minor(s): Field and Department (do not include major or minor)

Committee in Charge

Committee Chair Name and Degrees, Chairman (Phone Number), Department
Alphabetically list, in column format, the remaining committee members,
Identify Name and Degrees Only
Note: Committee member names. Identify first name, middle initial if available, and last name.

Approved: (Signature) (Chairman’s Name Typed)

(Any member of the Graduate Faculty may attend. As a courtesy, please notify the Committee Chairman in advance.)

NOTE: This must be turned in no less than 30 days prior to your defense to the IU Graduate School through the Graduate Office at IUPUI.
(Medical Science students need to submit announcement to IU School of Medicine, MS 207 for approval before it is then forwarded to IU Graduate School. Allow enough time to meet the 30 day requirement for the IU Graduate School)