MASTER'S THESIS & PH.D DISSERTATION CHECK IN SHEET

*** EMAIL COMPLETED CHECK IN FORM AND ATTACHMENTS TO THE DEAN'S OFFICE ***

STUDENTS – COMPLETE THE HIGHLIGHTED AREAS #1 AND #2

#1. STUDENTS PLEASE COMPLETE THE FOLLOWING
MARK (X) IN THE REQUIRED FIELDS FOR A MASTER'S THESIS OR A PHD DISSERTATION

Results of the Master's Examination: ___________________ Grad Form M2 (Master's Thesis)
Thesis Acceptance: ___________________ Grad Form M3 (Master's Thesis)

Result of Doctoral Examination or Requirement: _______ Grad Form D3 (PHD Dissertation)
Doctoral Dissertation Acceptance & Processing: _______ Grad Form D5 (PHD Dissertation)

(THE FORM IS NOT SIGNED UNTIL AFTER THE THESIS IS RECEIVED & SUCCESSFULLY COMPLETED)

Copy of Journal Model: _______________
Copy of Journal Model is not required: APA Style ___________

#2. STUDENT CONTACT INFORMATION

*** REVIEWER WILL CONTACT STUDENT BY THEIR ODU EMAIL ADDRESS ***

Today's Date:
Student Name:
Student Phone Number:
Student ODU Email Address:
Name of the Department:
Advisor Name:
ODU Email Address:

OFFICE OF THE DEAN

No in-person Drop Off

Email to: COSDeansoffice@odu.edu cc to: Sheard@odu.edu