



The Graduate School
Loyola University Medical Center
McGuire Bldg. 105, Room 2897
2160 S. First Ave. / Maywood, Illinois 60153
Phone 708-216-3531 (3532) / Fax 708-216-6505

STUDENT-MANAGED PACKET OF DEGREE COMPLETION REQUIRED FORMS

**These forms must be submitted as
hard copies to:
The Graduate School Office
McGuire Bldg. 105, Room 2897**



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To All Biomedical Science Graduate Students at LUMC:

Attached is a revised packet of important forms to be used by LUMC graduate students for completion of theses and dissertations. Please download the forms for your use.

It is very important that LUMC students use these forms and not those obtained from Lake Shore Campus. Forms obtained from LSC will not be accepted at LUMC.

The Graduate School will send this packet electronically to each student once each semester. Hard copies can also be obtained from the Graduate School office in the McGuire Center building.

Please note the additional information pages.

If you have any questions please feel free to contact me or the staff members in the Graduate School office on this campus.

Frederick H. Wezeman, Ph.D.
Professor, Orthopaedic Surgery and
Associate Dean, Graduate School

Rev. 11/06

Checklist

- Comprehensive Examination Ballot
- Thesis/Dissertation Committee Recommendation
- Ballot for the Approval of a Thesis/Dissertation Proposal

- Thesis/Dissertation Proposal
and (to be submitted with)
- Thesis/Dissertation Proposal Fee

- Ballot for the Approval of the Text and Oral Defense of a Thesis/Dissertation
- Application to Receive a Degree
(and an application fee of \$75.00 payable to: Loyola University Chicago).
- Announcement of Oral Defense
- Format Check
- Final Copies – 3 copies boxed
- Photo for graduation collage. Call Medical Photography to make an appointment. (708-216-9196)

GENERAL INFORMATION

SUBMISSION OF THE THESIS OR DISSERTATION & SUPPORTING MATERIALS

LOYOLA UNIVERSITY MEDICAL CENTER

At LUMC the M.S. and Ph.D. programs require students to engage in large-scale, independent research as part of their degree requirements. This research takes the formal, written form of a thesis or dissertation. Some M.S. programs waive the thesis requirement in certain circumstances. Students in the Clinical Research Methods M.S. program, and the Bioethics and Health Policy M.A. program do not write a thesis but have other writing requirements.

The Graduate School oversees certain aspects of the thesis and dissertation process as a means of ensuring contact between students and faculty during this period, to monitor academic standards, and as one way of maintaining equity and some degree of uniformity across programs. These procedures are intended to protect both the students and the faculty members involved, to formalize and clarify educational and research goals and duties, and to provide one means to realize the pedagogical potential of a project like a thesis or dissertation.

It is the student's responsibility to ensure that all of the stages of the process of degree completion, along with the accompanying paperwork, are complete and accurate. All of the necessary forms and instructions are available at the Graduate School, Loyola University Medical Center, McGuire Bldg. 105, Room 2897, LUMC.

The Graduate School staff is also available to provide help and answer questions about the process. If you have problems or questions after consulting this manual and the related materials, please direct them to:

Judith Hartwig
Administrative Secretary
jhartwig@lumc.edu
(708)216-3531

A. The Thesis/Dissertation Committee

The choice of a research advisor is made through the program of enrollment and begins subsequent to the completion of several required research rotations. Before you begin work on a thesis or a dissertation, you will need to form a committee. You should talk with your advisor about which Graduate Faculty members are appropriate to serve on your committee.

Once you have secured the willingness of a faculty member to serve on your committee you should submit the Thesis/Dissertation Committee Recommendation, with the appropriate signatures, to the Graduate School. Thesis and dissertation committees have official standing only upon appointment by the Graduate School. That is to say, you do not have a thesis or a dissertation committee until this paperwork is finished and approved. Note that a committee which is not yet approved cannot approve a proposal; the Graduate School will not accept signed ballots from students without formal committees.

Please note that you will need to provide the c.v. of any member of your committee who is not a full or associate member of the Graduate Faculty (not all LUMC faculty members are Graduate Faculty members). This ensures that the members of your committee have the credentials and expertise to advise you in your field and on your project, and also that your degree meets national standards. There are also other policies about who may or may not serve on the committee, detailed in the catalog. Most of these policies are designed to ensure that the degree you earn at Loyola University Chicago is earned primarily under the guidance of Loyola University Chicago faculty members.

THE COMPLETED FORM AND NECESSARY SUPPORTING DOCUMENTATION MUST BE SUBMITTED FOR REVIEW AND APPROVAL BY THE ASSOCIATE DEAN OF THE GRADUATE SCHOOL, LUMC.

B. The Thesis/Dissertation Proposal

Your committee will ask you to write and submit a formal proposal of the research. This proposal must meet the academic standards of both your program and the Graduate School. It must also meet LUC standards and federal guidelines for using animal and/or human subjects, if you are using either.

To ensure that the project is feasible and meets academic standards, you should first submit copies of the thesis/dissertation proposal to members of your committee. Once your committee has agreed that the proposal is acceptable, each voting member should sign the Ballot for the Approval of a Thesis/Dissertation Proposal. You will meet frequently with your committee during the formative stages of proposal development before you seek the signatures of each committee member. The ballot must indicate unqualified approval from all voting members. This signed ballot is one of the documents that you must submit to the Graduate School, LUMC along with your proposal.

There are some features that any proposal should include. Keep in mind the research question or questions to be addressed, the method or methods to be used, the place of the project in the extant literature, and the focus and scope of the project. Many proposals include an outline of individual chapter topics, and the student should confer with the committee about how much detail is appropriate in each individual case. Students should not feel that they need to have final conclusions at this point, nor should students undertake large-scale research or writing of their dissertations without an approved proposal, and the conversations with the committee that it represents.

When you finish your proposal and begin writing your thesis or dissertation, you must register and pay a fee at the Graduate School Office, McGuire Bldg. 105, Room 2897, LUMC. The fee is currently \$85 for dissertations, and \$40 for theses. Fill out both forms (Thesis/Dissertation Proposal; Thesis/Dissertation Proposal Fee) and take them to the Graduate School Office, McGuire Bldg 105, Room 2897, LUMC.

C. The Oral Defense and Final Copies of a Dissertation or Thesis

Once you turn in your proposal materials, you will not need to contact the Graduate School again until you are finished with your research and have written your thesis or dissertation. Most programs also have yearly evaluations of students and their progress, and your advisor or GPD will submit a grade (P or NP) for each term for which you are enrolled in Dissertation or Thesis Supervision. These are mechanisms to ensure contact between students and faculty; please take them seriously.

The development of a written thesis or dissertation is a long and arduous process during which you will meet regularly with your advisor and committee members. As they mentor you, you will become skilled in scientific writing. As the document nears completion you will seek approval of it and then present the findings of your research in closed session to your committee followed by an open (public) defense. An oral defense is required for all Ph.D. dissertations, and may be optional in certain M.S. programs.

A formal announcement of the Open Defense is required in the form of a brochure and must be submitted to the Graduate School Office, McGuire Bldg.105, Room 2897, LUMC, in addition to your program office. Your formal announcement must be announced no less than 2 weeks prior to the date of the Open Defense.

The Ballot for the Approval of the Text and Oral Defense of a Thesis/Dissertation is the last formal document of the thesis/dissertation experience, and heralds the completion of your training as a graduate student. It must be signed by each committee member and dissenting votes are allowed. In addition, votes can be made by committee members for passing with distinction.

This signed form must be submitted to the Graduate School, LUMC or you will not be allowed to graduate.

You must submit a complete copy of your thesis/dissertation formatted according to Graduate School guidelines. You will need to do this before the posted deadline stated in your registration packet. You can have a thesis/dissertation format checked even if you have not yet defended.

Your committee may require you to make some changes after even a successful defense. Likewise, the Graduate School may ask you to make changes to your formatting. After you have defended, you should make both kinds of changes, and submit final copies of your thesis or dissertation to the Graduate School by the posted deadline. You will receive detailed instructions about how and what to submit with the results of your format check; this information is also available in our *Manual for Theses and Dissertations*. Until your final copies are turned in, correct, and complete, with all their accompanying materials, the Graduate School will not confer your degree.



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COMPREHENSIVE EXAMINATION BALLOT

Date _____

Social Security #: (or ITIN for International Students) _____

Name _____
Last First Middle

Department _____ Program _____ Degree Sought _____

Results of examination verified by signatures of all examiners: ..

- Pass
- Fail
- Pass with Distinction

*The award of distinction must be unanimous and apply to all parts of the examination.

Comments: _____

Examiner's Signature Director

Examiner's Signature

Examiner's Signature

Examiner's Signature

Examiner's Signature

Signature of Dept. chair or GPD

Date

RETURN THIS FORM TO THE GRADUATE SCHOOL, McGUIRE BLDG. 105, ROOM 2897, LUMC



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THESIS/DISSERTATION COMMITTEE RECOMMENDATION

Date: _____

Social Security #: (or ITIN for International Students) _____

Name: _____

Program: _____ Degree Sought: _____

Committee Members:

List below the name, degree(s), and department of each committee member. Please note that in the case of proposed members who are either NOT Full or Associate members of the Graduate Faculty, or from other institutions, you must submit a copy of that person's curriculum vitae with this form.

1) Advisor: _____
Signature

2) Committee Chair (if applicable): _____
Signature

2) Member: _____
Signature

3) Member: _____
Signature

4) Member: _____
Signature

5) Member: _____
Signature

6) Member: _____
Signature

If, for some reason, the original approved committee membership has been changed, please indicate the name of the new/changed member below and resubmit this form for approval:

Department Chair: _____ Signature _____ Date: _____

Associate Dean: _____ Signature _____ Date: _____

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BALLOT FOR THE APPROVAL OF A THESIS/DISSERTATION PROPOSAL

Date: _____

Social Security #: (or ITIN for International Students) _____

Name _____
Last First Middle

Program _____ Degree Sought _____

The committee's approval of a thesis/dissertation should come only after the proposal has satisfactorily addressed the following:

- Does the topic justify serious research and is it sufficiently delimited?
- Does sufficient related literature seem to be available and will the proposed approach lead to a distinctive treatment of the topic?
- Is the bibliography sufficient?
- Do the methods of research seem appropriate and is the proposed thesis clearly articulated and defined?
- If the proposed research is empirically based, are the proposed methods adequate to test hypotheses and provide data applicable to the proposed research problem?

Should any voting member of the committee not approve the proposal a submitted, the student must make all necessary revisions before the committee is to sign this ballot. To secure approval of the thesis/dissertation proposal, the student must receive unqualified approval from all voting members.

Approved _____
Advisors Printed Name Advisors Signature Date

Approved _____
Committee Member Printed Name Committee Member Signature Date

Approved _____
Committee Member Printed Name Committee Member Signature Date

Approved _____
Committee Member Printed Name Committee Member Signature Date

Approved _____
Committee Member Printed Name Committee Member Signature Date

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THESIS/DISSERTATION PROPOSAL

Date: _____

Social Security #: (or ITIN for International Students) _____

Name _____
Last First Middle

Program _____ Degree Sought _____

Tentative Title of Thesis/Dissertation _____

ATTACH A COPY OF YOUR APPROVED PROPOSAL TO THIS FORM

The student must attach a copy of the proposal approved by the Thesis/Dissertation Committee.
The proposal should include the following:

1. A discussion of the purpose or objective of the proposed research.
2. A review of the related literature and a bibliography of material the student expect to use.
3. A discussion of the project's research methodology.



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THESIS/DISSERTATION PROPOSAL FEE

The fees associated with the submission of proposed theses and dissertations are indicated below. This fee is for future publication of your thesis/dissertation by ProQuest, Inc.

Submit this form along with your payment to the Graduate School Office, McGuire Bldg. 105, Room 2897, LUMC.

Check should be made payable to: Loyola University Chicago.

Date: _____

SS#: (or ITIN for International Students) _____

Name: _____

Following payment must be included with this form:
(check one)

_____ Dissertation Registration \$85.00 (2006-07)

_____ Thesis Registration \$40.00 (2006-07)

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BALLOT FOR THE APPROVAL OF THE TEXT AND ORAL DEFENSE OF A THESIS/DISSERTATION

(Please see attached Graduate School Policy page)

Date: _____

Social Security #: (or ITIN for International Students) _____

Name _____
Last First Middle
Program _____ Degree Sought _____

This ballot is used to approve both the text and the final public oral defense of the thesis/dissertation (a public oral defense is not required for certain M.S. programs)

Is a public oral defense required? Yes _____ No _____

All voting members of the committee must sign this ballot. Committee members shall indicate approval of the text and oral defense of the thesis/dissertation by signing this form. A member shall indicate a dissenting vote by signing at the bottom of this form.

Approved _____
Advisor's Printed Name Advisor's Signature Date

Vote of Distinction _____
Signature

Approved _____
Printed Name Signature Date

Vote of Distinction _____
Signature

Approved _____
Printed Name Signature Date

Vote of Distinction _____
Signature

Approved _____
Printed Name Signature Date

Vote of Distinction _____
Signature

Approved _____
Printed Name Signature Date

Vote of Distinction _____
Signature

Dissenting Vote _____
Printed Name Signature Date

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POLICY OF THE GRADUATE SCHOOL REGARDING THE APPROVAL OF THE TEXT AND ORAL DEFENSE OF A THESIS/DISSERTATION

- 1. The committee must indicate approval of the text of the thesis/dissertation to the student before the date of the oral defense is established. No oral defense may take place without the prior agreement among the voting members, that the text is in its final state, with no major revisions necessary.**
- 2. All voting members of the committee must attend the oral defense. The Graduate School will not accept the results of the oral defense if all voting members are not present. The only exception to this policy is in the case of a member's absence due to an emergency (i.e., a sudden, unexpected event that prevents attendance at the oral defense). In such cases, the Graduate School will consult the absent member(s) before deciding whether to accept the result of the oral defense. Under no circumstances will the Graduate School accept the results of an oral defense at which the thesis/dissertation advisor was not present.**
- 3. All voting members must sign this ballot. Committee members shall indicate approval of the text and oral defense of the thesis/dissertation by signing the form. A member shall indicate a dissenting vote by signing the bottom of this form. Under no circumstances will the thesis/dissertation be approved with a dissenting vote by the thesis/dissertation advisor. Under no circumstances will the text and oral defense be approved with more than one dissenting vote.**
- 4. The committee may award a "Vote of Distinction" to designate truly exceptional work on both text and oral defense. This designation, in order to be meaningful and reflect well on the University's standards, should signify only the most distinguished work. Votes of Distinction must be unanimous. This designation will appear on the student's transcript.**



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APPLICATION TO RECEIVE A DEGREE

Graduate School students are to use this form to apply to receive a Ph.D., M.S., M.A., degree at the end of the term during which they expect to complete all degree requirements. This application must be received by the Graduate School by the published deadline. Failure to meet the deadline may result in the delay of the conferral of the degree.

Please bring this form to the Graduate School Office, McGuire Bldg.105, Room 2897, LUMC, where you will pay your graduation application fee of \$75.00 for each application.

If the degree is not conferred as of the date noted below, a new application is required for a subsequent degree-conferral date. Any email correspondence will be sent to the email you indicate below, whether it is your LUMC or another email.

Name _____
Print your name EXACTLY as you wish it to appear on your diploma

Address _____
Street City State Zip Country
Phone _____ Email _____

Social Security #: (or ITIN for International Students) _____

Expected date of degree conferral: May _____ August _____ December _____

Year: 2006 _____ 2007 _____ 2008 _____ 2009 _____ 2010 _____

Degree sought: Ph.D. _____ M.S. _____ M.A. _____

Program: _____

Title of your Thesis/Dissertation (Please print)

Dissertation/Thesis Advisor: _____

Previous degree(s) earned Institutions awarding degrees (please include country for non-US institutions)

1. _____ 1. _____
2. _____ 2. _____
3. _____ 3. _____

Commencement Ceremony

The Graduate School's commencement ceremony is held once per academic year, in May. Early in the Spring semester, The Graduate School will provide information on the ceremony to recent graduates (i.e., those who received a degree in August or December of the previous year) and to students who expect to complete all degree requirements by the end of the academic year.

Graduation Application Fee Receipt (For Office Use Only)

Check Number: _____ Amount Paid: _____ Date Received: _____

* Application Fee subsidizes diploma, administrative and ceremony costs.

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ANNOUNCEMENT OF AN ORAL DEFENSE

This Announcement Brochure must be publically distributed no less than two weeks prior to the Oral Defense.

Members of the student's department and the University community should be notified of a public Oral Defense of a thesis or dissertation.

The Graduate School therefore requires the student to:

1. prepare and distribute a formal announcement of the Oral Defense for appropriate posting within the student's department or program. (see sample announcement below)
2. submit this information to the Graduate School, McGuire Bldg. 105, Room 2897 immediately upon scheduling the Oral Defense. The Graduate School will disseminate this information to the University community.

(Sample Front Page of Announcement)

LOYOLA UNIVERSITY CHICAGO

DEPARTMENT OF (TITLE)

ANNOUNCES THE FINAL PUBLIC EXAMINATION OF

(STUDENT'S NAME)
(Degrees earned and institutions)

TITLE OF THESIS/DISSERTATION

DATE, TIME, LOCATION

COMMITTEE CHAIR AND MEMBERS
(List names and degrees)