



Final Certification for the Master's Degree: Plan A

Final Oral Examination

The first set of signatures is obtained at the end of the student's successful thesis defense. All committee members who sign must be present at the defense. The research advisor is the person who determines when the student is ready to defend.

The undersigned certify that the following student has successfully passed the final oral examination for the Master's degree. They also certify that written approval has been obtained for any proprietary material contained therein.

Name _____ SID _____

Department/Program _____ Date of Defense _____

Number of coursework hours required for the degree _____

Committee Chair Name (Please print legibly)

Signature

CWRU Faculty Member Name

Signature

CWRU Faculty Member Name

Signature

CWRU Faculty Member Name

Signature

Submission of Thesis

When all corrections to the thesis manuscript have been completed, the committee chair will sign for the entire committee.

Completed thesis approved on _____

Committee Chair _____

Program Certification for Degree Completion

When all appropriate course work has been taken, the thesis defended, all corrections made, and the final manuscript completed, the Department Chair or Program Director will sign and recommend certification for the student to graduate.

The undersigned certifies that the aforementioned student has satisfied all departmental requirements and is recommended for the Master's Degree.

Department Chair/Program Director _____ Date _____



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Department Chair/Program Director _____ Date _____

MS Plan A (Thesis)

Department of Biology

Student: _____
Student I.D. # _____

Date: _____

1. Comprehensive Examination

Major Field: _____

Other Areas: _____

2. Title of Thesis Proposal: _____

3. Oral Examination Results *

Comprehensive
Examination

Pass

Fail

Defense of Proposal

Pass

Fail

Signature of Committee

Printed & Signed

Printed & Signed

Printed & Signed

1. Committee Recommendation: _____

Chair of Examining Committee (Printed & Signed)

*Two or more failure votes constitute failure on a portion of the exam



Waiver of Registration

Name _____ SIS ID Number _____

CWRU Email _____ Phone _____

Department/Program _____ Degree _____

Based on completion and submission of all required materials for my degree before the last day of the Add/Drop period, I request a Waiver of Registration and permission to graduate in:

☐ Fall of _____ ☐ Spring of _____ ☐ Summer of _____

☐ I have completed the Application for Graduation in SIS for the above semester/session.

Student Signature Date _____

International Student Services Signature (International Students Only) Date _____

Eligibility Criteria for Waiver of Registration

The School of Graduate Studies requires all students to be registered in the semester in which they graduate. If a student will not be able to meet the degree requirements to graduate in one semester, but will finish before the next semester begins, the student can petition to waive registration for the following semester.

The following criteria must be met to be eligible for the Waiver of Registration:

- The student must be registered for at least one credit hour in the semester (or summer session) immediately preceding the semester of graduation.
- The student must complete and submit the Waiver form. International students must obtain the signature of an International Student Services representative before submitting the form to the School of Graduate Studies.
- The student must apply for graduation in the Student Information System for the next scheduled graduation.
- The student must complete all degree requirements and submit all required materials to the School of Graduate Studies by the last day of the Add/Drop period of the graduating semester. This includes the thesis or dissertation, certification forms and surveys.

Students must submit the Waiver of Registration form and all required documents no later than the final day of the Add/Drop period. The deadline date to submit materials is firm. If a student misses the deadline, the student will be required to register for at least one credit hour, or more if necessary.

Please be aware of the following when applying for the Waiver of Registration: CWRUNet services, student loans and health services may be terminated during the semester for which the Waiver is effective.

If you have any questions, contact the School of Graduate Studies office at 216.368.4390.



SCHOOL OF
GRADUATE STUDIES
CASE WESTERN RESERVE
UNIVERSITY

Student Program Status

Student Name _____

Student ID (7-digit) _____ Department/Program _____

This student has been/will be awarded a master's degree in the program designated above and is proceeding to the PhD.

Master's Degree Award Date: _____ (Term/Year)

Effective Date of PhD Program: _____ (Term/Year)

PhD Academic Advisor Name _____ Date _____

PhD Academic Advisor Signature _____ Date _____

Department Chair/Program Director Signature _____ Date _____

Electronic Thesis/Dissertation (ETD) Guidelines (source: <https://case.edu/gradstudies/current-students/electronic-theses/>).

All PhD and Master's (Thesis) degree candidates must submit an Electronic Thesis/Dissertation (ETD) as part of their graduation requirements. This page provides general guidance on how to format, convert, and upload your ETD. The process involves converting a successfully defended and approved thesis/dissertation in final form into a Portable Document Format (PDF) file for subsequent upload(s) to OhioLINK.

Publication style is governed by the academic specification of your program. In the absence of a program-specific determination, the style manual for dissertations at CWRU will be limited to the latest version of one of the following: A Manual for Writers of Term Papers, Thesis and Dissertation by Kate L. Turabian, published by the University of Chicago Press; The MLA Style Sheet, published by the Modern Language Association of America; or the APA Publication Manual, published by the American Psychological Association.

The organization of the dissertation must follow the order below:

Title page

Committee Approval Sheet

Copyright page (only if copyrighting)

Dedication page (optional)

Table of Contents

List of Tables

List of Figures

Preface (optional)

Acknowledgements (optional)

List of Abbreviations (optional)

Glossary (optional)

Abstract

--TEXT--

Appendix

Bibliography

Typeface and Font [+]

Any standard typeface is acceptable; font size should be 12. The font size may be reduced for captions on figures and tables.

Margins [+]

The margins on the left side of all pages should be at least 1.5 inches. Top, bottom and right margins should be at least 1 inch. All photographs, charts, tables, graphs, drawings, etc. must fit within these specified margins. Double check margins for accuracy.

Spacing [+]

Double space all text. Long quotations, captions, footnotes, and endnotes may be single-spaced.

Pagination [+]

The numbering of pages should, at the very latest, begin with the Table of Contents. Roman numerals (iii, iv, v...) are acceptable for the front pages. However, Arabic numbers (3, 4, 5...) should begin no later than the first page of regular text. You should number consistently throughout the document; for example, page numbers should be all at the top or all at the bottom.

Title Page [+]

The title page must contain the following information: Title, Name, Degree, Department, University Name, Month and Year of Graduation. The month of graduation will either be January, May or August

A Committee Approval Sheet must be included as the second page of your PDF document. This form should only have the typed names of your committee, not signatures. See the sample Committee Approval Sheet (PDF).

Tables and Figures [+]

If you use tables, figures, and/or illustrations, you must include an itemized/numbered list of each. Please separate these lists on different pages.

Abstract [+]

Dissertation abstracts must not exceed 350 words, thesis abstracts 150. See the **sample abstract**.

References/Bibliography [+]

You must include a complete bibliography at the end of the ETD that includes all works cited. Please follow the format most commonly used by your department.

Proofing [+]

You must have the format of your thesis/dissertation checked and approved by the School of Graduate Studies before you upload to OhioLink. You can do this by emailing a copy of the entire PDF file to etdsubmit@case.edu. Include your department or program name and the words "format check" in the subject line. Notice of approval or corrections will be returned via email. Any ETD uploaded to OhioLink without prior approval will be deleted.

Publishing [+]

It is a requirement of Case Western Reserve University to publish all doctoral dissertations through UMI/ProQuest. Please note that electronic dissertations will be submitted to

UMI/ProQuest on behalf of CWRU by OhioLink. The doctoral graduation packet contains a form with detailed information about electronic publishing.

Copyrights [+]

Authorship automatically and implicitly confers a copyright to the author, without any additional fee. However, a copyright can be registered with the U.S. Copyright Office, which will provide additional legal protections for your rights regarding your dissertation, for an additional fee. The School of Graduate Studies is no longer processing these requests. If you choose to formally copyright, please insert a "copyright page" into your document. If you are not copyrighting, then leave out this page.