



Kimberly T. Wiggins
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December 17, 2025

Dear Kimberly T. Wiggins,

Congratulations! You have been admitted to candidacy in your doctoral program effective **FALL Semester 2025**. The Graduate School will base our review of your final dissertation on the guidelines listed below. The Graduate School will not clear you for graduation until your dissertation adheres to UNC's publishing standards. **The Graduate School review will check to be sure you follow these:**

- **Doctoral Dissertation Format Manual.** <https://www.unco.edu/graduate-school/pdf/thesis-capstone-dissertation/Dissertation-Capstone-Format-Manual.pdf>
- Guidelines included in the current program-adopted style manuals (APA, Turabian, etc.), such as headings, format, citation guidelines and copyright compliance protocols, etc.
- **Copyrighted material**, at the time of the *proposal*, obtain permission to include any borrowed or adapted figures, images, scales in their dissertation. Example of a permission request letter https://libguides.unco.edu/ld.php?content_id=62001472
- Graduate School Website has many helpful resources for your dissertation. Check back regularly for additional tools. <https://www.unco.edu/graduate-school/student-resources/current-students/thesis-capstone-dissertation-resources.aspx>
- **Thesis and Dissertation Formatting Using Microsoft Word** Canvas Module <https://unco.instructure.com/courses/86422>
- **Schedule of Deadlines** - Pay close attention to these dates for critical steps in completing your degree.

If there are differences in format, the Graduate School format overrides the program style. It is your responsibility to proofread and do a full edit of your dissertation prior to sending it for Graduate School review for final UNC publication.

If you plan to follow an alternate format in your dissertation, please ask your advisor to email a request to Carol Steward ASAP.

If you have any formatting or process questions regarding the dissertation, please feel free to contact Carol Steward (e-mail carol.steward@unco.edu).

Sincerely,

A handwritten signature in black ink that reads "Cindy K. Wesley".

Cindy Wesley, Ph.D.
Associate Dean of the Graduate School

CW: cs
Tsai
ASRM