

SAMPLE **ORIGINAL** APPROVAL SHEET

This is the approval sheet you will actually have your committee sign. You do NOT have to submit a physical copy of your thesis to the graduate school – only this approval sheet! You will submit your full, approved thesis or dissertation as a PDF file to the Graduate School's collection in Trace (www.trace.tennessee.edu)

To the Graduate Council:

I am submitting herewith a [*dissertation or thesis*] written by [*your name as registered*] entitled "[*correct final title*]." I have examined the final electronic copy of this [*dissertation or thesis*] for form and content and recommend that it be accepted in partial fulfillment of the requirements for the degree of [*Doctor of Philosophy, Master of Science, etc.*], with a major in [*your major*].

[Name] , Major Professor

We have read this [*dissertation or thesis*] and recommend its acceptance:

[Name of committee member]

[Name of committee member]

Committee members' names should be typed in *below* the signature lines!

Accepted for the Council:

Carolyn R. Hodges
Vice Provost and Dean of the Graduate School

HOW TO CREATE AND FILL IN YOUR **ORIGINAL** APPROVAL SHEET

- Go to <http://web.utk.edu/~thesis/samples.shtml> and download an approval sheet template.
- Fill in with your own information. Check that you have correct major & final title! All information, should match the ETD copy. Check with the thesis/dissertation consultant -- thesis@utk.edu.
- Print and have your committee sign at least one copy.
- The signed copy should be submitted to the thesis/dissertation consultant directly at the Graduate School office at 111 Student Services AFTER the final copy is uploaded to Trace. Other arrangements must be approved beforehand.

TURN OVER FOR "ETD"/ **ELECTRONIC** VERSION OF THE APPROVAL SHEET →

SAMPLE “ETD” OR ELECTRONIC APPROVAL SHEET

This will be the first page of your ETD (Electronic Thesis/Dissertation). It stands in for the approval sheet you will have your committee sign. This version does not get signed. Your ETD is the only version of your thesis or dissertation you will submit to the UT Graduate School.

To the Graduate Council:

I am submitting herewith a [*dissertation or thesis*] written by [*your name as registered*] entitled “[*correct final title*].” I have examined the final electronic copy of this [*dissertation or thesis*] for form and content and recommend that it be accepted in partial fulfillment of the requirements for the degree of [*Doctor of Philosophy, Master of Science*], with a major in [*your major*].

[*Name*] , Major Professor

We have read this [*dissertation or thesis*] and recommend its acceptance:

In the ETD version, your major professor doesn't need a signature line.

[*Name of committee member*]

[*Name of committee member*]

IMPORTANT!
In the ETD version, your committee members' names should be typed in *above* the signature lines!

In your ETD approval sheet, this statement will be closer to the bottom of the page.

Accepted for the Council:

Carolyn R. Hodges

Vice Provost and Dean of the Graduate School

(Original signatures are on file with official student records.)

HOW TO CREATE AND FILL IN YOUR ETD APPROVAL SHEET

- Go to <http://web.utk.edu/~thesis/samples.shtml> and download an approval sheet template'
- Fill in with your own information. Check that you have correct major & final title! All information, including name/major, should match hard copy.
- This approval sheet should be the first (AND unnumbered!) page of your ETD. See <http://web.utk.edu/~thesis/thesisresources.shtml> for tips on page numbering.
- The signed copy is still submitted to the thesis/dissertation consultant.