**INSTRUCTIONS FOR APPROVAL PAGE**

**WORD.DOC TEMPLATE FORM**

1. Save this document to your computer.
2. Enter data where indicated on the form. To navigate the form, move your mouse to the next field. Once you begin typing, the form field shading box should disappear and your text should overwrite the information text.
3. Enter Thesis or Dissertation.
4. Enter Degree, e.g. Master of Science or Doctor of Philosophy.
5. Enter your full legal name or Banner name.
6. Enter month/year where indicated on the form. This is the month and year for ETD final acceptance (i.e., completion of DocuSign form – not necessarily the same month/year of the defense).
7. The signature line for the committee chair should be listed first, followed by VIMS and W&M committee members and then outside (non-VIMS/W&M) committee members. Include committee member name followed by degree on first line. Affiliation and location (city, state, country) should be provided for external committee members on second/third line. (see below)

Mary C. Doe, Ph.D.

Julie A. Public, Ph.D.

University of Virginia

Charlottesville, Virginia

1. You will need to delete any unused signature lines and text. Highlight the text or line and hit the delete or backspace key.
2. When you have completed the form, save and print.

**FORM ON NEXT PAGE**

APPROVAL PAGE

This Enter "thesis" or "dissertation" Here is submitted in partial fulfillment of

the requirements for the degree of

Enter Master of Science or Doctor of Philosophy Here

Enter Your Full Legal or Banner Name Here

Approved by the Committee, Enter Month and Year Here

Enter Committee Chair Name Here in the following format: First Name M.I. Last Name, Degree (i.e., Ira M. Smart, Ph.D.)

Committee Chair / Advisor

Enter Committee Member Name Here in the following format: First Name M.I. Last Name, Degree (i.e., Ira M. Smart, Ph.D.)

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Enter Committee Member Name Here in the following format: First Name M.I. Last Name, Degree (i.e., Ira M. Smart, Ph.D.)

Affiliation (if External to VIMS/WM)

Location (City, State, Country)

Enter Committee Member Name Here in the following format: First Name M.I. Last Name, Degree (i.e., Ira M. Smart, Ph.D.)

Affiliation (if External to VIMS/WM)

Location (City, State, Country)