

Thesis Approval Form Instructions

PhD students and master's thesis plan students must submit a thesis approval form (TAF) to ensure that the final copy of the thesis or dissertation has been accepted by the thesis committee. The student initiated TAF, with signatures from the committee chair and any one other member, must be uploaded as part of the electronic thesis [submission process](#) through [UMI/Proquest](#), as a **supplementary file**.

To have the degree awarded in any given semester, the thesis and TAF must both be submitted by the thesis/dissertation deadline. Deadlines and other graduation requirements are posted on the [Graduate School's](#) website.

Instructions and Routing

1. Complete the landing page with your name and the names and colorado.edu e-mail addresses of the committee chair and the one other committee member to sign. Both must sign electronically in advance of submission; communicate directly with your committee members in advance, to ensure prompt review and signature.

Student Information

First Name *

Ralphie

Last Name *

Buffalo

Campus Email *

ralphie.buffalo@colorado.edu

Program *

Art History ▼

Committee Chair Information

Full Name (First and Last) *

Committee Chair

Campus Email *

committee.chair@colorado.edu

Committee Member Information

Full Name (First and Last) *

Committee Member

Campus Email *

committee.member@colorado.edu

Press submit at the bottom of the page after reviewing the form and instructions carefully.

Submit

- The form will appear, populated with your name and the names of your committee members. You will need to enter:
 - Student ID
 - Degree Level and program from the drop down list
 - Thesis title
 - If you had IRB or IACUC approval for your work, select “yes” and include the protocol number(s). If not, select “no”.

Student Name Ralphie Buffalo Student ID 111111111

Master's Degree in Art History

Required le:

Buffalo Art Projects: A Historical Review

Have you performed research involving human subjects which requires approval from the Institutional Review Board (IRB)? Yes No

IRB Protocol Number

Have you used live animals, animal tissue, or observational animal work which requires approval from the Institutional Animal Care and Use Committee (IACUC)? Yes No

IACUC Protocol Number _____

3. Attach a copy of your thesis/dissertation using the attachment feature. While formatting changes may be requested by the Graduate School, the content of the attached document should be final and reflect any revisions requested by the committee. You can attach more than one document as necessary.

Attach the final copy of thesis/dissertation for committee review. While formatting changes may be requested by the Graduate School, the content of the attached document should be final.



Approvals:

Committee Chair Name

Signature _____ Date Signed _____

Committee Member Name

Signature _____ Date Signed _____

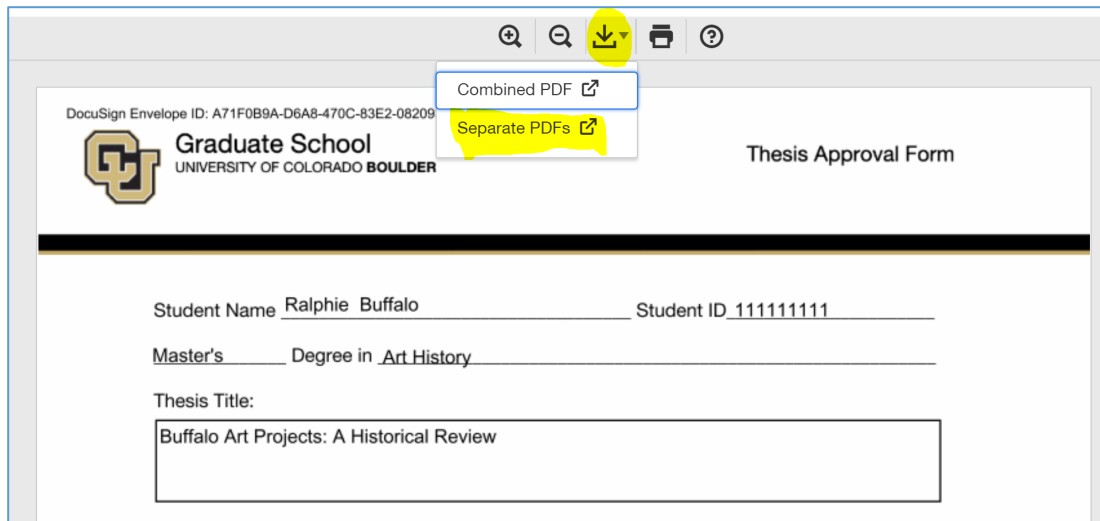
The final copy of this thesis has been examined by the signatories, and we find that both the content and the form meet acceptable presentation standards of scholarly work in the above-mentioned discipline.

4. Select “finish” at the top of the page to route the form to the chair and committee member simultaneously for their review and signature. When both the chair and committee member have signed and the form is complete, you will receive an e-mail letting you know that the form is complete:

All parties have completed Buffalo, Ralphie - Thesis Approval Form.

PRIVATE MESSAGE
 The thesis approval form has been signed by the committee chair and additional member you listed on the form, and is now complete. At this point, you must download and save the form and submit it as a supplemental file along with your thesis to UMI/ProQuest. Click “view completed documents” in this e-mail, and select the download icon in the middle of the top bar when your form appears. Select “separate pdfs.” When you open the downloaded file, select “Thesis_Approval_Form” from the listed files and save. When you submit your thesis to UMI/ProQuest, upload this saved document as a supplemental file. Your submission is not complete until both the final copy of the thesis and the thesis approval form have been submitted and your submission has been approved by the Graduate School. This final submission must be made by the deadline in any given semester for the degree to be awarded.

5. Save your completed TAF: Click “view completed documents” to see the signed form, and select the download icon in the middle of the top bar when your form appears. Select “separate pdfs.”




Your files will appear as a zip drive at the bottom of your screen. When you open it, select “Thesis_Approval_Form” from the listed files and save.

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|----------------------|------------------------|--------|----|--------|-----|-------------------|
| campus_photo | Adobe Acrobat Document | 462 KB | No | 533 KB | 14% | 4/28/2020 8:58 AM |
| Summary | Adobe Acrobat Document | 75 KB | No | 165 KB | 55% | 4/28/2020 8:58 AM |
| Thesis_Approval_Form | Adobe Acrobat Document | 103 KB | No | 196 KB | 48% | 4/28/2020 8:58 AM |

6. The form must now be [uploaded](#) as a supplementary file along with your thesis/dissertation to [UMI/Proquest](#) by the submission [deadline](#). Your submission is not considered complete without this supplementary file. You will select the supplemental files option on the UMI/Proquest submission site as part of the thesis approval process.

Supplemental Files (optional)

If supplementary materials - like audio, video and spreadsheets - are part of your dissertation or thesis, you can submit them as supplemental files. These files will be made available in ProQuest Dissertations & Theses when your work is published.

Supplemental file requirements: 

- Do not upload files that someone else holds rights to (for example, third party software such as Microsoft Excel). However, uploading your Excel spreadsheet is OK.
- Zip large files, a large group of files, or files that have a directory structure.

1. **Add File:**

Note: do not add third party applications or software (i.e. Adobe Reader, etc.)

Description:

Media Type*:

2. **Add File:**

Note: do not add third party applications or software (i.e. Adobe Reader, etc.)

Description:

Media Type*: