**Capstone Approval Page Instructions and Template**

**Doctor of Public Administration**

**College of Business & Public Management**

Students should electronically submit a template of their blank approval page at least 5 business days prior to their defense date to their faculty chair. The chair will ensure that the document is correct.

1. **THE TOP SECTION** of the approval page should include the following, **single-spaced**:

* West Chester University
* College of Business & Public Management

1. **THE SECOND SECTION** of the approval page should include the following, **double-spaced**:

* We hereby approve the capstone of
* Student’s name; this should be consistent with the name on all pages in the document.
* Candidate for the degree of Doctor of Public Administration

1. **THE THIRD SECTION**, the committee member approval section, must include:

* Lines for committee members to write the defense **date on the left.**
* Lines for committee members to **sign their names on the right.**
* Below the committee member signature lines each committee member should have:

**Capstone Chair:**

* Name, comma, and his/her degree abbreviations (without any internal spaces, i.e. Ph.D. not Ph. D.)
  + Specific university position within the department. Verify the correct positions by asking the committee members (Assistant/Associate Professor of Public Policy & Administration).

**Second Reader:**

* + The second reader must be included below with his/her degree abbreviations.
  + Specific university position within the department. Verify the correct positions by asking the committee members (Assistant/Associate Professor of Public Policy & Administration). Please also note that the second reader must appear after the chair on the approval page.

**DPA Director:**

* + The signature of the DPA Director is required with his/her degree abbreviations

1. **THE FOURTH SECTION** should include (flush left):

* ACCEPTED
* A line for the Graduate Dean to sign her/his name on the left and a line for the date on the right.

**Other Important Information**

There must be sufficient space for each member of the committee and the Graduate Dean to date and sign. Spacing in the top and bottom sections of the approval page should not be altered.

The approval page is page ii in the preliminary pages. See preliminary page template for more information.

Approval pages can never have scanned, faxed, copied, or electronic signatures on the original, or they will not be accepted. They must contain only original, hand-written signatures and dates.

Approval pages should be clean copies with no stray lines, marks, or running headers on them.

The Graduate Dean (or designee) will request the signed approval page at the time the student submits to Digital Commons if it has not already been sent or delivered to the Office of Graduate Studies, 102 W. Rosedale Ave., McKelvie Hall. The Graduate Dean (or designee) will sign and date the approval page after the compliance review is complete, at which time the thesis is considered accepted.

The Graduate Dean (or designee) will type dates and committee members names (as they appear on the original approval page) once the compliance review is complete for the version submitted to Digital Commons. A notation of “original signatures on file” will also be added to the document. The original approval page will be kept in the Office of Graduate Studies and uploaded to the student’s record.

West Chester University

College of Business & Public Management

We hereby approve the capstone of

Insert Student Name

Candidate for the degree of Doctor of Public Administration

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Insert Name, Insert degree abbrev.

Insert University Position

Capstone Chair

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Insert Name, Insert degree abbrev.

Insert University Position

Second Reader

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Jeremy Phillips, Ph.D, MPA

DPA Director

ACCEPTED

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Jeffery L. Osgood, Ph.D.

Graduate Dean