

# Missouri Baptist University

## SCHOOL OF EDUCATION

This is to certify that the Dissertation by

Student Name

has been found to be complete and satisfactory in all respects,  
and that any and all revisions required by  
the Dissertation Committee have been made.

Dissertation Committee

Dr. Name, Committee Chair, University Faculty  
Dr. Name, Committee Member, University Faculty  
Dr./Mr./Ms.Name, Committee Member

Associate Vice President for Graduate Affairs

Melanie Bishop, Ed.D.

Missouri Baptist University  
year

## Approval Page Formatting Instructions

1. Margins for the approval page should be 1" on all sides of the document.
  - a. The margins for the running head/page number will be 0.5 from the top.
2. There is no header nor page number on the approval page.
3. Spacing:
  - a. "Missouri Baptist University" is underlined, 18 pt Times New Roman font, and 5 single-spaced lines from the first line on the page.
  - b. "SCHOOL OF EDUCATION" is in all-caps, 14 pt Times New Roman font, and is 5 single-spaced lines from "Missouri Baptist University."
  - c. "This is to certify that the Dissertation by" is 4 single-spaced lines down from "SCHOOL OF EDUCATION."
  - d. Your name is 3 single-spaced lines down from "This is to certify..."
  - e. The approval statement takes up 3 single-spaced lines that are 4 lines down from your name.
  - f. Your Dissertation Committee takes up 4 single-spaced lines that are 5 single-spaced lines down from the approval statement. The Committee names are to include "Dr." (or Mr/Ms if they do not have a terminal degree), their first and last name, "Committee Chair/Member," and if they are University Faculty or Committee Member.
  - g. "Associate Vice President for Graduate Affairs" is 4 single-spaced lines down from your dissertation committee.
  - h. "Melanie Bishop, Ed.D." is the Associate Vice President for Graduate Affairs. Her name goes 2 single-spaced lines from her title.
  - i. "Missouri Baptist University" is 3 single-spaced lines down from Dr. Bishop's name. The year is the following line.
4. All font is Times New Roman. Everything except Missouri Baptist University and Education Division are in 12-point font. See above for specifics.
5. The document should be center-aligned.