

CHECKLIST FOR THE DISSERTATION PROCESS

Submit all forms to the Doctoral office

- Select Dissertation Chair and Committee
- Construct Research Pre-Prospectus
- Submit Appointment of Dissertation Committee **Form D-1**
- Hold Pre-Prospectus Meeting/submit Approval of Pre-Prospectus to Doc Office **Form F-2**

- Complete EDUD 6353 Synthesis & submit Application for Advancement to Candidacy **Form D-4a**
- Office submit: Degree Plan for Approval - **Form D-3A, D-3B**; Attach Credit Transfer **Form D-6** if needed.

- Prepare Proposal & IRB in EDUD 6361 (Draft of first three chapters)
- Schedule Proposal Defense date with committee and the Doc Office – at least 15 days prior
- Submit Proposal draft to chair and committee – 15 days prior to Proposal Defense
- Hold Proposal Defense – submit Dissertation Proposal Defense Report **Form D-4b**
- Submit Advancement to Candidacy Certificate of Approval **Form D-4c** – Type in Chair & committee names.
- Bring IRB form to Proposal Defense to begin process to obtain
- Bring IRB to Defense for chair’s approval; then submit to IRB office.

- Proofread and submit hard copy of revised dissertation proposal to chair and committee.
- Conduct the study
- Schedule Dissertation Defense date with Committee & Doc office
- Distribute dissertation to committee within 15 **working** days to read completed draft
- Submit Schedule for Doctoral Dissertation Oral Defense **Form D-5** & Abstract (15 working days)
- Bring to Defense:
 - Doctoral Dissertation Defense Report **Form D-7** – signed at Defense
 - Number of **Signature Pages** for copies on good Bond paper – obtain signatures at Defense
 - Dissertation on Flash drive . . . just in case it is needed
 - Form F-8** to be signed and kept in office until needed

- Submit 2 final, corrected copies: 1- Dissertation chair, 1 to Doc office for Grad office.
- Doc office will attach Dissertation Approval Form **F-8** to the final copy submitted to Grad office
(If corrections are needed, the Doc office will contact you to pick up the dissertation.)
- Make Grad office changes and return to Doc office to re-submit to Grad office until Final Approval
- After receiving Memo of Approval from Grad Office:**
 - Fill out and provide Graduate Office with Dissertation Copies Order Form.
(Graduate Office will provide you with this form.)
 - Deliver print copies **in person** in final form to Graduate Office on 25% cotton bond paper.
 - Number of **required** copies includes three for LU and one for each of your committee members
 - You may include additional non-required copies to be returned to you.
 - Place one blank sheet of 25% cotton bond paper on top and bottom of each copy.
 - Place each copy in separate clasp envelope; do not seal.
 - Submit all signed signature pages together in one clasp envelope.
 - Please ensure your name is on outside of each separate envelope.
 - Include one additional copy of your abstract.
 - Include UMI form (“Dissertation Submission Form”) completely filled out and signed.
(Graduate Office will provide you with this form.)
 - On the same day, in person:** When you deliver your copies in person to Graduate Office, you will receive a form that is required to make payment for binding charges. Carry this form to the cashier’s office downstairs, make payment for binding charges, and return the paid-stamped receipt upstairs to Graduate Office.

**VERY IMPORTANT!
PLEASE READ:**

**DON'T FORGET TO APPLY FOR GRADUATION AND PAY GRADUATION FEE PRIOR TO
THE DEADLINE ESTABLISHED FOR EACH SEMESTER!!!!**

TIP:

**FOLLOW ALL DATES ON THE GRADUATE OFFICE GUIDELINES FOR DISSERTATIONS
AVAILABLE FROM THE
COLLEGE OF GRADUATE STUDIES
219 WIMBERLY
409-880-8229 Grad Office Telephone**