

## Dissertation Process Checklist

- ☐ Pass oral exam and final MOA and DPP are locked in by committee 30 days after exam.
- ☐ Develop final timeline for completing data collection, analysis, and writing each chapter and section of the dissertation and share the timeline with the mentor/chair and committee members.
- ☐ Review the Dissertation Outcome Evaluation Worksheet so student, chair/mentor and committee are all aware of the expectations for quality to achieve a "Passing" outcome.
- ☐ Apply for graduation at the beginning of the semester in which you plan to complete.  
***Note: if you do not defend and/or do not pass your defense, you will not be permitted to walk at graduation nor have your degree conferred.***
- ☐ Dissertation committee reviews and approves completed version of dissertation (5-6 weeks in advance).
- ☐ Determine dissertation defense date and time in conjunction with committee members' schedules.
- ☐ Inform doctoral program coordinator of dissertation defense date and time (4 weeks before date); coordinator will reserve room for defense (2 hours).
- ☐ Submit [Notification of Readiness form](#) to program coordinator to get signatures, then be scanned and saved to the student's electronic file, and emailed to Graduate Education (4 weeks in advance) and within [Graduate Education semester deadlines](#).
- ☐ Schedule format review meeting with Graduate Education Candidacy Advisor after defense (but before Graduate Education deadlines for semester).
- ☐ Submit an approved (by mentor/chair) abstract for the dissertation to the program coordinator for announcements to the college.
- ☐ Schedule dissertation defense practice session(s) with colleagues and dissertation chair. The program coordinator can reserve rooms for you.
- ☐ Submit your completed dissertation to committee and program coordinator **at least two weeks before the scheduled defense**.
- ☐ Submit copy of slides to committee and program coordinator (1 week before defense).
- ☐ Defend dissertation – if successful, receive deadline for *minor only* edits to the dissertation (no more than one month post-defense but must be in concert with Graduate Education's deadlines for the semester).
- ☐ The dissertation chair should deliver the results (two ballots – one for oral defense and one for written defense) to the program coordinator who will scan and send them to Graduate Education and save for students' electronic file.
- ☐ Send, in advance, dissertation to Graduate Education Candidacy Advisor for formal review appointment.
- ☐ Make any necessary format revisions after formal review.
- ☐ Submit dissertation to ProQuest per Graduate Education instructions.
- ☐ Degree is conferred.