

# Dissertation Check List

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- Select a Chair
- Fill out the Chair Approval Form
- Pick a Committee (minimum 2 full time faculty members)
- Fill out Committee Approval Form
- Register for dissertation credits
- Develop final draft of dissertation proposal
  - Chapters 1-3 of dissertation
- Submit proposal to Chair
  - Who has 4 weeks to review and provide feedback
- Receive approval from Chair
- Submit to Committee member
  - Who has 4 weeks to review and provide feedback
- Receive approval from Committee
- Submit to DFT department assistant to request a defense date
  - Include title of paper and abstract
- Announcement goes out to DFT community
  - Must be sent out 2 weeks prior to defense
- Defend the proposal
- Proposal is approved
- Complete IRB process to begin research
  - Allow College Rep 7-12 business days for review/feedback
  - Allow IRB 30 days for review/feedback
- Receive IRB approval
- Conduct research
- Develop final dissertation draft
- Submit final draft to Chair
  - Allow 4 weeks for review and feedback
- Receive Chair approval
- Submit final draft to Committee
  - Allow 4 weeks for review and feedback
- Receive Committee Approval
- Submit to DFT department assistant to request a defense date
  - Include title of paper and abstract
- Announcement goes out to DFT community
  - Must be sent out 2 weeks prior to defense
- Defend Dissertation
- Dissertation Approved
- Approved final dissertation should be bound
  - Student responsible for associated cost
  - Must provide 3 bound copies
- Register dissertation on Proquest
- Complete final forms with all appropriate signatures