

DOCTOR OF EDUCATION

Dissertation & Graduation Checklist



NEW ORLEANS
BAPTIST THEOLOGICAL SEMINARY

- ☐ Schedule EDWC9600 Research and Writing
 - NOTE: You will be charged for the 6 Hours at the same time
- ☐ Conduct your Research and Writing
 - NOTE: Stay in communication with your Guidance Committee Chair during this stage of your work
- ☐ **Submit an initial copy of your dissertation to your Guidance Committee.**
 - NOTE: Some committees like to see your work in progress, others would rather see a finished product. Communicate with your chair regarding their preference.
 - **Due Date is August 15th for December Graduation and January 15th for May Graduation**
- ☐ Apply for Graduation
- ☐ Fill out and submit the Dissertation and Graduation Fee Request Form by **September 1st (December Graduation)/February 1st (May Graduation)** along with the appropriate payment
- ☐ Submit DiPP to Supervisor by August 15th (Fall Semester)/ January 15th (Spring Semester)
- ☐ After receiving feedback from your Guidance Committee, you will submit a revised dissertation by the deadline (**September 1st for December Graduation/February 1st for May Graduation**) to your **Guidance Committee and the EdD Office.**
- ☐ Submit printed copy to the EdD Office for the style reader. Allow 2-3 weeks for review.
 - You will be charged a style reader fee at this time (see tuition and fees catalog).
- ☐ The dissertation will then be returned to the student and committee chair with assessment and feedback for further revisions.
 - **If you desire to use an outside reader, complete and submit an External Reader Request Form by September 1st (December Graduation)/February 1st (May Graduation).**
 - All External Readers/External Reader Requests **must** be approved by EDOC
 - **An External Reader Fee will be assessed upon approval**
 - If requested, a letter will be sent to the External Reader, asking for assistance in evaluating the student
- ☐ The student's Faculty Supervisor will receive the style reader's reviewed document.
 - **If the student's dissertation meets the approval of the committee**, a Preliminary Dissertation Approval Form will be completed by the Committee Chair and submitted to the EdD office by October 1st (December Graduation)/ March 1st (May Graduation).
 - **If the student's Dissertation does not meet the approval standards**, the Guidance Committee will continue to work with the student in the revision process.
- ☐ Order Graduation Regalia by **August 30th(December Graduation)/January 31st (May Graduation)**

- ☐ Your student account will be charged with the appropriate Graduation Fees. **All outstanding fees (Library and Graduation) must be paid at the Business Office by 4PM the Thursday before Graduation**
 - Note: if you requested an External Reader, an additional fee will be billed to your account.
- ☐ The Student will digitally submit the edited Dissertation (in Word or PDF) to the EdD Office by October 1st (December Graduation)/ March 1st (May Graduation).
 - The copies will be distributed to the Guidance Committee and the External Reader by the EdD Office.
- ☐ The Guidance Committee and the External Reader will have up to 3 weeks to review the dissertation using the Dissertation Evaluation Guide.
- ☐ **The student's Guidance Committee Chair will submit the Dissertation Defense Agreement to the EdD Office by October 15th (December Graduation)/ March 15th (May Graduation)** for the student's approval to defend his/her Dissertation
- ☐ Work with your guidance committee to schedule and conduct the Dissertation Defense EDD9100. Your Guidance Committee will conduct the Oral Defense.
- ☐ A Dissertation Defense date will be set. The approved date will be communicated to the student and External Reader.
- ☐ The Guidance Committee will conduct a Dissertation Defense.
 - The EdD Defense Evaluation Rubric will be distributed and calculated at the Defense.
 - The Guidance Committee will meet to complete the Dissertation Review Report and the Report of Dissertation Defense Forms.
- ☐ Make any additional edits recommended by your Guidance Committee and External Reader and resubmit to your Guidance Committee Chair
 - **Final Document MUST be approved by Guidance Committee and optional 3rd Reader**
- ☐ After the defense, submit a PDF of your corrected dissertation to your Chair for Final Review and Approval.
 - **Your Chair will submit the Final Dissertation Approval Form to the EdD Office. This form MUST be received with your approved document no later than 2 weeks before Graduation.**
- ☐ The EdD Office will insert the signature page and return the PDF to you with instructions for submitting it to ProQuest before Graduation.
- ☐ You will also need to complete the Exit Survey found on the Doctoral Grad Guide.
- ☐ Attend Graduation and celebrate with family, friends, and colleagues!