
Dissertation & Graduation Checklist

EdD Program

- Schedule EDWC9600 Research and Writing (You will be charged for the 6 hours at the same time.)
- Conduct your research and writing. (Stay in communication with your Guidance Committee Chair during this stage of your work) At this time, the student should be consulting with his/her Guidance Committee about an External Reader for the dissertation.
- **Submit an initial copy of your dissertation to your guidance committee (August 1/January 1).** Some committees like to see your work in progress, others would rather a finished product. Communicate with your chair regarding their preference.
- Fill out and submit the Dissertation and Graduation Fee Request form by February 1/September 1 along with the appropriate payment to be submitted. (The EdD Office will assign appropriate fees and send an email verification.)
- After receiving feedback from your Guidance Committee, you will submit a revised copy of the dissertation by **Sept 1st/February 1st deadline to your Guidance Committee and the EdD Office.** You will be charged a style reader fee at this time (see tuition and fees in the catalog.)
- The approved copy of the dissertation will then be submitted to the EdD Style Reader for evaluation. Allow 2-3 weeks for review by the style reader. The document will 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/February 1st. The EDOC will approve the request and any external readers (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 Guidance Committee 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 **March 1/October 1.**
- 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.
- [Apply for graduation](#) and **order graduation regalia by March 1/October 1.** Your student account will be charged with the appropriate graduation fees. Pay outstanding fees at the Business Office.
- **Pay all library and graduation fees to the Business Office by March**

1/October 1. 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 1/March 1.** The copies will be distributed to the Guidance Committee and the External Reader by the EdD Office.
- The Guidance Committee and External Reader will have (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 March 15/October 15** 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 and a letter will be sent to the student and the External Reader regarding the approved defense date.
- 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 assigned 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 (May 14th/December 10th).
- You will also need to complete the Exit Survey found [Here](#).
- Attend Graduation and celebrate with family, friends and colleagues.