

DISSERTATION SUBMISSION CHECKLIST

- _____ Dissertation is approved by student's Advisory Committee. Thesis/Dissertation Transmittal Form is completed and signed by Advisory Committee Chair.
- _____ Student submits one paper copy and one electronic copy of dissertation, reference citation cross-check list, signed signature pages on approved paper, and signed transmittal form to the Ed.D. Program Office.
- _____ Ed.D. Program Office forwards dissertation, reference citation cross-check list, signed signature pages, and signed transmittal form to Office of Graduate Studies.
- _____ Dissertation Coordinator reviews and forwards dissertation, with recommended revisions, to Dean of Graduate Studies.
- _____ Dean of Graduate Studies reviews and returns to Dissertation Coordinator.
- _____ Dissertation Coordinator notifies student and Advisory Committee Chair that dissertation is available to pick up for revision.
- _____ Student and Advisory Committee Chair review recommendations, make necessary revisions, and return dissertation to Dissertation Coordinator in the Office of Graduate Studies.
- _____ Dissertation Coordinator reviews to ensure recommended revisions were completed and notifies student and Advisory Committee Chair if further revisions are required. This step will repeat until all revisions have been made.
- _____ Upon completion of all revisions, Dissertation Coordinator submits signature pages to Dean of Graduate Studies for signature and then notifies student and Advisory Committee Chair that pages are available for pickup.
- _____ Student prepares electronic version of dissertation for submission to the library (if required).
- _____ Student provides one file copy (on standard copy paper) of final approved dissertation to Dissertation Coordinator and picks up signed signature pages.
- _____ Student produces required number of dissertation originals and submits to the Serials department in the library for binding. (If electronic version is required, the library requires that it be submitted, with active links, at this same time and will not accept them separately). Student completes a Dissertation Binding Form.

- _____ Copy of Dissertation Binding Form is sent via campus mail to Ed.D. Program Office; however, it is recommended that student deliver a copy to Ed.D. Program Office personally. The signed Dissertation Binding Form assures student has completed the dissertation requirement of the Ed.D. and provides final clearance for graduation.

- _____ Students conducting research requiring approval from the Institutional Review Board for Human Research Participants Protection (IRB) must submit the final IRB Progress Report to the Office of Research and Sponsored Programs.