

Dissertation Information

To: Dissertation Chairs

Please review the complete set of procedures and guidelines available through the Educational Leadership Department. You should have received a white binder with all procedures, policies, and guidelines, along with copies of appropriate forms. If you have not received this information, please contact the Leadership Department office.

The written dissertation should be a substantial body of work that reflects the topic appropriately. The dissertation defense is a presentation of the research design and key findings of the work. Examples of dissertations are available in the Randall Library and in the Educational Leadership Conference Room.

Here is a summary checklist to help you prepare to serve as chair or committee member of a dissertation committee:

✓	Task	Date
	Students must pass all of the courses attempted and the comprehensive exam prior to meeting with the committee to discuss the dissertation proposal. Students may not move on to work on completing their dissertation until they have successfully defended the proposal.	
	Following the dissertation defense, the committee chair (and members) holds a meeting with the student to discuss the timeline for completing the dissertation and the process for communication with the committee.	
	Each committee will need to determine how information will be communicated. It is recommended that all communication between the student and the committee begin with the committee chair and the committee chair is copied on all communication between a committee member and the student.	
	The dissertation should be submitted to the committee chair throughout the process and a final draft (needing minor edits) sent to the committee members four weeks ahead of the dissertation defense.	
	The dissertation defense is scheduled only after the dissertation is in its final draft with few edits remaining to be completed. The dissertation defense is a formal presentation. The committee schedules a 3-hour block of time for the defense.	
	Students must submit the final draft to the Graduate School, along with the Format Approval Sheet by the published date on the Graduate School website.	
	Students have 6 calendar years to complete their Ed.D. Program. Students who do not complete their dissertation during the semester they take the credits for the dissertation research hours (EDL 698) need to sign up for continuing dissertation hours-EDL 699 until they finish their work.	
	Students must submit a PDF to the Graduate School and the Educational Leadership Department after the defense is approved.	



Department of Educational Leadership
Dissertation Defense Form

Candidate: _____ Cohort # _____

* Scheduled: Date: _____ Time: _____ Location: _____

Results of Dissertation Defense	Defense	
	Passed	Failed
Committee Members		
1.		
2.		
3.		
4.		
Finding		

Recommendation of Doctoral Committee:

_____ Accept _____ Accept with Changes _____ Reschedule Defense

Committee Members Signatures

Signature, Chair/Co-Chair

Department

Signature, Chair/Co-Chair

Department

Signature, Member

Department

Signature, Member

School District

**Please notify Lisa Hunt of Date, Time & Location 2 weeks prior to defense. Submit this completed form at the end of the defense.*