Doctorate of Education  
Dissertation Checklist

Student Name:       Chair:
Student ID:

Pre-Dissertation Discussions
☐ Begin narrowing dissertation topic and design.

Proposal
☐ Search library databases for studies/literature related to your topic.
☐ Submit Dissertation Topic Approval form to chair. Chair will obtain the needed signatures and email the completed form to the EdD administrative assistant upon approval.
☐ Draft proposal. Be sure to use the proposal template.
   ☐ Submit draft to GWS.
   ☐ Repeat process until proposal is approved by chair and GWS.
☐ Send proposal to methodologist and third reader.
☐ Begin CITI Training in preparation for IRB application.
☐ Chair sets proposal defense date with EdD administrative assistant.

Proposal defense
☐ Chair submits proposal defense rubric to EdD administrative assistant

IRB
☐ Submit IRB application. Allow 4-6 weeks for approval.
☐ Receive IRB approval. Data collection may now begin.

Chapter One
☐ Draft chapter one. Be sure to use the dissertation template.
   ☐ Submit chapter one to GWS.
   ☐ Repeat process until chapter one is approved by chair and GWS.

Chapter Two
☐ Discuss theoretical framework with chair.
☐ Search library databases in order to saturate the literature.
   ☐ Reminder: to review a study, please include the following elements: authors and date of publication, research question, sample population, method and approach (qual/quant), type of analysis (t-test, ANOVA, etc.), findings, and implications of the study.
☐ Draft chapter two.
   ☐ Submit chapter two to GWS.
   ☐ Repeat process until chapter two is approved by chair and GWS.
☐ Chair will send chapter two to methodologist and third reader. Please send chapter one with chapter two so readers can check for continuity.

Updated: 8/1/2019
Chapter Three
☐ Discuss chapter three with methodologist.
☐ Draft chapter three.
   ☐ Submit chapter three to GWS.
   ☐ Repeat process until chapter three is approved by chair and GWS.
☐ Chair will send chapter three to methodologist and third reader. Please send with previous chapters so readers can check for continuity.

Chapter Four
☐ Discuss data analysis with methodologist.
☐ Draft chapter four.
   ☐ Submit chapter four to GWS.
   ☐ Repeat process until chapter four is approved by chair and GWS.
☐ Chair will send chapter four to methodologist and third reader. Please send with previous chapters so readers can check for continuity.

Chapter Five
☐ Discuss chapter five with chair and methodologist.
☐ Draft chapter five.
   ☐ Submit chapter five to GWS.
   ☐ Repeat process until chapter five is approved by chair and GWS.
☐ Send chapter five to methodologist and third reader. Please send with previous chapters so readers can check for continuity.

In Preparation for Dissertation Defense
☐ After chair and committee approval, submit dissertation to the University Review Committee via email to urc@seu.edu. Allow 2-4 weeks for review.
☐ Make revisions as requested by the University Review Committee.
   ☐ Submit revisions to GWS as necessary.
☐ Receive final approval from dissertation committee.
☐ Set dissertation defense date with EdD administrative assistant.

Dissertation
☐ Dissertation defense
☐ Chair submits defense rubric to EdD administrative assistant.
☐ If revisions are requested at the defense, submit revisions to GWS as necessary.
☐ If revisions were requested at the defense, student should send final dissertation to chair. Chair and committee should approve final revisions.
☐ Obtain signatures for signature page. Place signature page in final copy dissertation.
☐ Submit to ProQuest