

## \*Dissertation Checklist for Doctoral Candidates and Chairs

---

- Complete Dissertation Committee form.
- Write proposal based on Chair and Research member guidance.
- Defend Dissertation Proposal.
- Complete Dissertation Proposal Approval form.
- Complete IRB form.
- Conduct research according to approved proposal.
- Complete the dissertation with Chair and Research member guidance.
- Submit completed dissertation to committee.
- Schedule the dissertation defense.
- Announce dissertation defense via [coefac@valdosta.edu](mailto:coefac@valdosta.edu) two weeks prior to scheduled date.  
(Include candidate's Name, Major, Dissertation Title, Date, Location, and Committee Members in the announcement.)
- Send a copy of the dissertation signature page to Teresa Williams ([twilliam@valdosta.edu](mailto:twilliam@valdosta.edu)) for review.
- Determine the number of copies needed for the dissertation (2 library, 1 department, Committee Members, Others)
- Print signature pages to cover the number of dissertation copies that will be bound. (Print on acid free paper)
- Defend dissertation.
  - Bring final signature pages and blue ink pens to the dissertation defense.
  - Present your research to the Dissertation Committee and any guests who may attend.
  - Be prepared to answer questions posed by your Dissertation Committee members.
  - The Dissertation Committee will dismiss you from the presentation after questioning is complete.
  - The Dissertation Committee will confer and decide if you have successfully defended your dissertation.
  - You will be called back into the room to hear the Dissertation Committee's decision.
  - When the Dissertation Committee signs your Final Approval of Dissertation form, you may now be called "Doctor".
- Make Committee requested changes.
- Submit Dissertation to the COE Dean. Revise based on feedback. (Allow 8 days for feedback.)
- Submit to Graduate School. Revise based on feedback. (Copy due at least 2 weeks prior to end of the term in which you plan to graduate.)
- Complete Thesis/Dissertation Binding Information Sheet.
- Complete V-Text Form.
- Submit final copies with signature pages to the Library.
- Graduate!

---

All resources may be found at

<http://www.valdosta.edu/colleges/education/deans-office/doctoral-program/faculty-resources.php>