DPA Dissertation Form Submission Instructions

Please prepare and submit the following forms as you progress through the dissertation process.

Important Notes

- Please ensure that **all forms requiring signatures are fully completed (excluding signatures)** and submitted via email to pa@valdosta.edu.
- Include **all committee members' names and email addresses**.
- Upon receipt, the forms will be **routed through DocuSign for the necessary signatures**.
- The DDN is an online-only form that does not require signatures. Please follow the instructions under Form 4.

Current forms and submission links are available under "Required Forms & Submission Instructions" on the Graduate School's thesis and dissertation page.

Form 1 Committee Formation

Dissertation Committee Appointment Form

- Submit this form when forming your dissertation committee. **All committee members must hold approved graduate faculty status.**
- Individuals serving as the Research Member (Methodologist) are required to submit a **current CITI certificate showing completion of the IRB Basic course**.
- If the Research Member line is blank on the committee form, the committee chair will serve as **both Chair and Research Member**.

Form 2 Admission to Candidacy

Admission to Candidacy Form

- Submit **after successfully defending your prospectus**.
- The **Examination Date is the date you defended your prospectus**.

Form 3 Proposal Approval

Dissertation Proposal Approval Form

- Submit **after successfully defending your prospectus**.
- Committee information **must match the committee form**.
- Include the **IRB approval or exemption documentation**. After submitting your IRB application and having it reviewed, obtain the signed documentation issued by the IRB.

Form 4 Dissertation Defense Notification

Dissertation Defense Notification Form (DDN)

- Submit **before defending your dissertation**. The Graduate School requires submission **at least two weeks before the defense**.
- Committee chairs should ensure that the online DDN is submitted by the deadline. The DDN is **submitted only through Microsoft Forms and does not require signatures**.
- Share a copy of the submitted responses with pa@valdosta.edu.

Form 5 Dissertation Signature Page

Dissertation Signature Page (Sample Signature Page)

- Prepare **after successfully defending your dissertation**.
- Complete the Sample Signature Page template provided by the Graduate School and send it to the PA office to coordinate committee members' signatures.

Submission and Record Sharing After Signatures

1. Email the copy containing the signatures required at that stage to pa@valdosta.edu before uploading it through the **Microsoft Forms submission link** for that form.
2. The DPA coordinator, PA staff, or student may upload on behalf of an external committee chair. **No separate authorization or documentation is required** for the upload.
3. When submitting, select the option to **receive an email receipt of your responses**. Download the response copy and share it with pa@valdosta.edu.

For questions or access issues involving external committee chairs, please contact pa@valdosta.edu.