



EDD in Teaching and Learning

Student Dissertation Process Checklist

Time Frame*	Task**	Completion Date
Summer before taking final research course	Choose a dissertation chair and request that they work with you	
	Work with your chair to define your research topic and general methodology	
During ESR616 or ESR618	Draft your dissertation methodology chapter (in consultation with your chair)	
During final course (excluding CCD698)	Work with your chair to identify a committee member and dean's representative	
CCD697	Complete qualifying paper (in consultation with your chair)	
CCD698 term 1	Complete dissertation proposal (usually Chapters 1- 3)	
	Prepare proposal defense presentation	
	Complete CITI training	
	Complete IRRB proposal	
	Defend Dissertation Proposal	
	Submit IRRB proposal, make any required changes, receive approval letter	
	Confer with chair and advisor about how to register for final term(s)	
CCD698 term 2	Collect and analyze data	
CCD698 term 3	Write up findings (usually Chapters 4 and 5)	
	Apply for diploma and graduation (in consultation with your academic advisor)	
	Submit full draft of dissertation to your chair for approval to move to defense (chair shares with other committee members)	
	Prepare dissertation defense presentation	
	Defend dissertation	
90 days within dissertation defense	Complete all final edits and obtain final approval from your chair (at this point the registrar will be notified that you are done and confer degree).	
	Upload your dissertation to Digital Commons if desired	

* These timeframes represent an ideal, and in relationship to some tasks are quite ambitious. For example, you may not finish the qualifying paper within one term if you are required to make revisions. Likewise, you may not defend your proposal during the first term of Dissertation Seminar (CCD698). Once all 8SH of Dissertation (CCD699) and all 3SH of CCD698 have been used, students are required to register for "continuation." Continuation costs the equivalent of 1SH per term but confers no credit hours. In order to avoid paying for "continuation," you may want to register for fewer credit hours each term. You should consult with your advisor by the end of the first term of CCD698 to discuss your best options for registering for CCD698 and CCD699 in the subsequent term(s).

** Please see the EDD in Teaching and Learning Dissertation Policy and Procedures for detailed explanations of the "tasks" involved in the qualifying paper and dissertation process, as well as links to related forms and webpages.