

# Dissertation Checklist

## Ph. D. in Education Program

## Graduate School of Education

*The Graduate School of Education follows the Publication Manual of the American Psychological Association (APA), 5th edition for dissertation writing. Also, consult the Ph.D. Dissertation Guidelines on the Ph.D. in Education website at <http://gse.gmu.edu/programs/Ph.D./dissertation-guide.htm> to properly format your dissertation.*

### BEFORE YOU DEFEND. . .

1. Notify the Ph.D. in Education office of the date you have selected so that your defense flyer may be printed. **(The flyer must be circulated 2 weeks prior to defense date).** Confirm your committee members.
2. Email your abstract (as an attachment) to Janet Holmes ([jholmes@gmu.edu](mailto:jholmes@gmu.edu)) at least 2 weeks prior to defense. Bring **two** copies of the dissertation to the Ph.D. in Education office (**must be delivered 2 weeks prior to the defense date**). One copy is for the Johnson Center library reserve and the other copy is for the Ph.D. office. *Additional copies should be given to your committee to be read before the defense*
3. Make an appointment with the Fenwick Library dissertation coordinator, Robert Vay at (703) 993-2222 or email [rvay@gmu.edu](mailto:rvay@gmu.edu) to discuss the formatting of your dissertation. The library website has valuable information: <http://www.gmu.edu/library/specialcollections/dtwebguide.htm>
4. At your dissertation defense, bring **several signature sheets on 100% cotton paper** (20 or 24 pound acceptable) with you for your committee to sign in black ink. Two copies of your dissertation are required by the University to be bound for the Johnson Center Library. The additional signature sheets will be used for dissertation copies which you have bound for the Ph.D. in Education office as well as your committee members.
5. On the day of your defense the Ph.D. in Education office will provide your committee with a form to be signed by each committee member and returned to the Ph.D. in Education office.
6. You must be registered for at least one (1) credit of EDUC 999 during the semester you defend.
7. At the beginning of the semester you plan to graduate, contact the Graduation Section of the Registrar's office (703) 993-2431 or its website at <http://registrar.gmu.edu/gradchek.html> for information about deadlines for the Graduation Intent Forms (GIFs). The Graduation Application should be downloaded, completed and must be signed by your dissertation advisor, the Director of the Ph.D. in Education Program, and the Dean of the Graduate School of Education.

University deadlines for the successful defense and delivery of two copies of the final, signed dissertation on cotton paper for delivery to Fenwick Library are:

- 5 p.m. on the Friday before the last day of Spring classes as published in the Schedule of Classes for May graduation and participation in commencement.
- 5 p.m. on the Friday before the last day of the Summer term or Fall semester classes for August or January graduation respectively.

### AFTER YOU HAVE DEFENDED. . .

1. After you have successfully defended your dissertation and made any modifications requested by your dissertation committee, please bring a copy of the modified dissertation, together with a note from your dissertation committee chairman indicating that you have made all the modifications your committee requested, to the Ph.D. in Education Program office. It may be a good idea at this point to have a professional copywriter/proofreader (the Ph.D. in Education office has a list of individuals available for this purpose) examine your dissertation for APA format, grammatical errors and spelling before you bring your final dissertation to the Ph.D. in Education Director and the Dean of the Graduate School of Education for approval.
2. When you deliver the final dissertation copy to the Ph.D. in Education office, please bring the **2 signature sheets on 100% cotton paper** and as many additional signature sheets as you would like the Director of the Ph.D. in Education Program and the Dean of the Graduate School of Education to sign. (Your committee should have signed these sheets at your dissertation defense.) In attempting to meet specific dates for graduation requirements, you should allow sufficient time for any changes the Director and the Dean might request before they sign off on your dissertation.
3. When the Director of the Ph.D. in Education Program and the Dean of the Graduate School of Education have approved your final dissertation and signed the signature sheets, the Ph.D. in Education office will notify you to make two cotton bond copies of your dissertation.
4. The following should be delivered to **the library dissertation coordinator in Fenwick Library**:

**2 copies** of your final dissertation (signature sheet to vita) **on white 100% cotton paper** (20 or 24 pound acceptable). Original signatures on both signature sheets must be in **black ink**. Two completed transmittal sheets should be attached to the dissertation copies. Students may download the library transmittal sheet from the library website: (<http://www.gmu.edu/library/specialcollections/dtguide.htm> ). Two completed transmittal sheets will be attached to the dissertation copies. A copy of the signed transmittal sheet will be sent to the Registrar's office.

**1 copy** of the final dissertation **on standard white paper** for microfilming by University Microfilm Inc. (UMI). The library dissertation coordinator will provide the student the UMI paperwork to be completed. The signed paperwork should be returned to the library coordinator, accompanied with a check or money order payable to University Microfilms International for \$55.00. The library coordinator will mail the computer paper copy, paperwork and check to UMI.
5. Complete the **National Opinion Research Center survey form** obtained from the library dissertation coordinator, who will forward it to NORC.

One copy of your dissertation **on computer paper** is required to be professionally bound for the Ph.D. in Education office. This copy should be bound in dark green with gold lettering. Students are responsible for binding the dissertation. Numerous binderies are listed in the yellow pages, or the Ph.D. in Education office will provide the name of a bindery which has provided satisfactory service in the past.





