

Ph. D. in Education Program Dissertation Checklist

The PhD in Education Program follows the Publication Manual of the American Psychological Association (APA) 6th edition for dissertation writing unless the student's committee has approved a different formatting style (e.g., AMA, MLA, Chicago) consistent with the student's discipline and professional organizations.

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. **(By University regulation, the flyer must be circulated 2 weeks prior to defense date).**
2. Email your abstract (as a one-page, single-spaced attachment) to Joan Stahle (jstahle@gmu.edu) at least 2 weeks prior to defense.
3. Contact the Fenwick Library Dissertation Coordinator, Sally Evans at (703) 993-2222 or email udts@gmu.edu to discuss the formatting of your dissertation. The library website has valuable information: <http://thesis.gmu.edu>
4. At your dissertation defense, bring **several signature sheets on regular paper** with you for your committee to sign in black ink. **The 100% cotton paper is no longer required.** Please see library submission requirements: <http://thesis.gmu.edu/submission.htm>.
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. **Please check your transcript in Patriot Web to confirm that you have registered for at least 1 credit of EDUC 998 and 999 every Fall and Spring semester since you advanced to candidacy. Students need 12 dissertation credits of EDUC 998 and 999 to graduate, with at least 6 credits of 999.**

7. At the beginning of the semester you plan to graduate, contact the Graduation Section of the Registrar's office (703) 993-2441 or its website at <http://registrar.gmu.edu/students/graduation/>.

For information about deadlines for the Graduation Intent Forms (GIFs): <http://registrar.gmu.edu/students/graduation/timelines/>.

University deadlines for the successful defense of an electronic copy of the final dissertation and signature sheets on regular paper for delivery to Fenwick Library are posted by the University Dissertation and Thesis Services Office at <https://library.gmu.edu/udts>

AFTER YOU HAVE DEFENDED. . .

1. After you have successfully defended your dissertation and made any modifications requested by your dissertation committee, please **send an electronic 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 Dr. Hjalmarson (mhjalmar@gmu.edu) in the Ph.D. in Education Program office. **Please carefully examine your dissertation for APA 6 format, grammatical errors and spelling before you send your final dissertation to the Ph.D. in Education Director for approval. Note that dissertations that are not formatted correctly will be returned for the student to edit.**
2. Once you have approval from Dr. Hjalmarson, she will forward the electronic copy to Dean Ginsberg. Please mail or deliver the signature sheets on **regular paper** to Ms. Joan Stahle in the Ph.D. in Education office. Please bring the **2 signature sheets on regular 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 College of Education and Human Development 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. **The Director and the Dean each are allowed two weeks to read and review your study, so plan accordingly.**

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.
4. Please check the library website regarding library submission requirements:

<http://library.gmu.edu/udts/process>

5. Complete the **National Opinion Research Center survey form** obtained from the library dissertation coordinator, who will forward it to NORC.
6. **The Ph.D. in Education office no longer requires a copy of a professionally bound dissertation.** Students may choose to have a copy bound for their own records. The GMU library maintains a list of binderies on the process link above or the Ph.D. in Education office will provide the name of a bindery which has provided satisfactory service in the past.