

## Dissertation Checklist

### Before you defend...

1. **Register** for at least one credit of EDUC 999. Check your transcript in Patriot Web to confirm that you have registered for at least 1 credit of EDUC 999 every Fall and Spring semester. Summer graduates will also need to register for 1 credit of EDUC 999 in the summer. **Students need 12 dissertation credits of EDUC 998 and EDUC 999 to graduate, with at least 6 credits of 999.**
2. **Apply to graduate.** Check registration website for deadlines and processes:  
<http://registrar.gmu.edu/students/graduation/process/>.
3. **Schedule your defense – Dissertation defense deadlines:**  
**Spring semester: last Friday in March**  
**Summer semester: last Friday in June**  
**Fall semester: last Friday in October**  
Notify the PhD office when you have confirmed a date and time with your committee at least 2 weeks prior to your defense. Send an email to Joan Stahle at [jstahle@gmu.edu](mailto:jstahle@gmu.edu) with your abstract (one-page, single-spaced attachment) at least 2 weeks prior to your defense. Provide the following information:
  - Your dissertation title
  - Confirm the names of your Chair and other dissertation committee members
  - The date and time and location (room #) of your defense
  - If you are scheduling a virtual defense, send the WebEx, Zoom or Skype link. To set up a WebEx account: <https://its.gmu.edu/service/webex/>
  - Here are suggestions for virtual defenses:  
- <https://docs.google.com/document/d/1B9CllrTOuiDSLOVqYQH292j4MR-oHdpqQbYiYKQxalw/edit>
4. **APA 7<sup>th</sup> Edition format is required for most dissertations. For students who choose to work on an alternate dissertation, see your Dissertation Chair.**
5. **Format Review with library.** When your document is ready for format review, email it to the library at [udts@gmu.edu](mailto:udts@gmu.edu). This can be submitted to the library any time in the semester you are graduating after your dissertation chair has approved the draft of your dissertation. For more information on library dissertation services, click on library website: <https://library.gmu.edu/udts>. Check website for library formatting deadline.
6. **Prepare** a copy of the library signature sheets using this template:  
<https://library.gmu.edu/udts/SignatureSheets#CEHD> using regular paper which can be found in printers, copiers, etc...

### On the day of your defense...

1. **Send** library signature sheet to your dissertation chair. See no. 6 above.
2. **Pick up** a form from the PhD office or arrange to have it sent to you electronically prior to your defense date.

3. **Drop off your forms.** After you defend and your committee signs, deliver or email signed forms to the PhD office.

### **After you have defended...**

1. **Make changes** assigned by your dissertation committee.
2. **Submit your electronic dissertation to PhD Director by**  
**Spring semester: second Friday in April**  
**Summer semester: second Friday in July**  
**Fall semester: second Friday in November**

Earlier submissions are welcome! 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 chair indicating that you have made all the modifications your committee requested, to the PhD in Education Director. **Please carefully examine your dissertation for APA 7 format, grammatical errors and spelling before you send your final dissertation to the PhD in Education Director for approval. Dissertations without correct formatting will be sent back to the student to edit.**

3. **Wait for review and be prepared to make more modifications.** Once the PhD Director approves your dissertation, they will forward an electronic copy to the Dean. **The Director and Dean each have two weeks to read and review your study, so plan accordingly.**
4. **Wait for signatures.** When the Director and Dean have approved your final dissertation and signed the signature sheets, the PhD office will email you with a **copy of the signed library signature sheet.**
5. **Submit your signature sheet and dissertation to the library by the final submission date:**  
**Spring semester: 1<sup>st</sup> Friday in May**  
**Summer semester: 1<sup>st</sup> Friday in August**  
**Fall semester: 1<sup>st</sup> Friday in December**

Check the library website for any changes **to the final library submission deadline:**  
<https://library.gmu.edu/udts/process#step5>.

### **Graduation...**

1. **Celebrate!** Keep checking your Mason email for updates on commencement ceremony dates and details.
2. **Degree Conferral** - Your degree will be conferred on your transcript in Patriot Web.