

## **Dissertation Process Checklist (Forms and Approvals)**

1. Student selects a topic and assembles a committee. Complete and send Appointment of Dissertation Committee form to the Dean's Office.
2. Defend proposal. Send Proposal/Prospectus Defense Form to Dean's Office.
3. Submit IRB application (human subjects approval). You must have IRB approval before collection data.
4. Take draft to Library for approval of basic style and format (6 weeks prior to graduation).
5. Defend thesis. Send Thesis Defense Form to Dean's Office. This must occur before thesis will be accepted for signatures.
6. Secure signatures of thesis committee on approval page (on bonded paper) and Thesis Director's signature on the Route Sheet.
7. Take thesis, signed approval page (on bonded paper), and route sheet to Dean's Office. Director's signature should be on the Route Sheet and approval page.
8. Make recommended changes and return corrected copy to Dean's Office for signature.
9. Take final copy (on bonded paper), approval sheet (on bonded paper), extra abstract (on bonded paper) and Route Sheet to the Library for signature. The student should ask for four bound copies: (1) Library, (2) Student, (3) Dissertation Director, and (4) Program.
10. Make any changes requested and return final copy plus all extra copies, approval sheet, extra abstract, and Route Sheet to the Library for final signature.
11. Take Route Sheet to Graduate Studies Office.
12. Take signed Route Sheet to the Registrar's Office.