

Dissertation Checklist for Doctoral Candidates and Chairs

- Complete Dissertation Committee Form
- Write proposal based on chair and research member guidance.
- Defend dissertation proposal
- Complete Dissertation Proposal Approval Form
- Complete IRB form
- Conduct research according to approved proposal
- Complete the dissertation with chair and research member guidance
- Apply for graduation two terms before expected graduation. Completed Program of Study and Admission to Candidacy Forms must be submitted with Graduation Application.
- Notify Registrar if expected graduation date changes
- Submit completed dissertation to committee
- Schedule the dissertation defense
- Announce dissertation defense via coefac@valdosta.edu two weeks prior to scheduled date.
(Include candidate's name, major, dissertation title, date, location, and committee members in the announcement.)
- Send a copy of the dissertation signature page to gradreviewer@valdosta.edu for review.
- Print signature pages to cover the number of dissertation copies that will be bound (print on acid-free paper).
- Defend dissertation
 - Bring final signature page and blue ink pens to the dissertation defense.
 - Present your research to the dissertation committee and any guests who may attend.
 - Be prepared to answer questions posed by your dissertation committee members.
 - The dissertation committee will dismiss you from the presentation after questioning is complete.
 - The dissertation committee will confer and decide if you have successfully defended your dissertation.
 - You will be called back into the room to hear the dissertation committee's decision.
 - When the dissertation committee signs your Final Approval of Dissertation Form, you may now be called "Doctor".
- Make committee requested changes.
- Submit to Graduate School. Revise based on feedback. A copy is typically due at least 3 weeks prior to end of the term in which you plan to graduate. Follow e-mail guidance sent out by the VSU Graduate School on deadlines and requirements.
- Complete V-Text Form.
- Submit final digital copy to the VSU library.
- Graduate!

Note: Students and committee chairs/members are asked to refer to the Thesis and Dissertation Information Pages for details about formatting, components and submission procedures at:

<http://www.valdosta.edu/academics/graduate-school/thesis-and-dissertation-information.php>.

All resources may be found at

<http://www.valdosta.edu/colleges/education/deans-office/doctoral-program/faculty-resources.php>