

Process from Dissertation Idea to Successful Defense & Graduation

ADMINISTRATIVE TASKS

ACADEMIC STEPS

Make sure you are officially Advanced to Candidacy by the UO Graduate School.

- You will have received an email from the Grad School congratulating you on your advancement. If you have not received such an email, check with the CSSE Administrator.
- Enroll in EDST 603: Dissertation credits. (You will need a Banner override from the department scheduler or CSSE Administrator.)

Make sure you are complying with Grad School policy regarding your [dissertation committee](#) chair and members

Turn in completed [Formation of Dissertation Committee form \(#4-01\)](#) to the CSSE Administrator for entry into GradWeb system.

- You will receive an email once your dissertation committee is approved.
- Dissertation committees must be approved by the Grad School at least 6 months before dissertation defense.
- If your Institutional Representative member changes, the new person must be on the committee for at least 3 months before your final defense.

Request conference room reservation for proposal defense from CSSE Administrator.

Prepare a 5-page prospectus that briefly provides a preliminary overview of the proposed dissertation study. This prospectus should include a statement of the problem, research questions, relevant literature, and proposed methodological approach to gathering data for research study.

Using prospectus, identify a tenured faculty member who is willing and able to chair your dissertation committee.

Meet with Chair to identify potential core and outside members of dissertation committee.

Using prospectus, secure other members and build committee.

Write first draft of dissertation proposal.

Give draft to Chair for review.

Continue to revise and review proposal with Chair.

Meet with individual committee members to discuss manuscript

With Chair's consent, schedule proposal defense.

Proposal distributed to committee members at least 2 weeks in advance of proposal defense.

ADMINISTRATIVE TASKS

Turn in signed [Dissertation Proposal Approval form \(#4-02\)](#) to the CSSE Administrator.

Obtain provisional agreement from your committee members that they will be available on the specified day & time

- Usually you graduate in the same term in which you defend your dissertation.
- However, if you hold your oral defense after the established term deadline (usually week 9 of the term), you will be considered an applicant for graduation for the next term and registration may be required. Check [Grad School deadlines!](#)

Request conference room reservation for defense from CSSE Administrator.

- Faculty reserves Lokey 120 for dissertation defenses and recommends this room. The CSSE Administrator can help arrange another room if needed.
- Do you need AV/IT support for your defense? Let the CSSE Administrator know now.

ACADEMIC STEPS

Proposal defense meeting held.

Make necessary revisions to proposal.

Apply for and obtain IRB/CPHS approval.

- Applications for IRB/CPHS approval shall not be submitted prior to the successful defense of the dissertation proposal.

Collect data.

Analyze data.

Distribute detailed outline of dissertation to Committee Members for feedback

Write first draft of dissertation.

Give first draft of dissertation/chapters to Chair for review.

Meet with individual committee members to discuss manuscript

Continue to revise and review with Chair.

Consider meeting with the [Graduate School dissertation editor](#) during drop-in hours to ward off later revision work.

With Chair's consent, schedule final dissertation defense meeting.

ADMINISTRATIVE TASKS

Using Grad Web, apply to graduate (Application for Advanced Degree) generally by the second Friday of the term.

- Generally, you must be registered for 3 credits in your final term. Check [Grad School final term registration policy](#) for exceptions.

Start process of "Application for Final Oral Defense" in GradWeb 4-5 weeks ahead of your scheduled defense meeting date.

- Your formal public defense must be approved by the Grad School at least 3 weeks prior to your defense date.
- Process steps:
 - All committee members must respond to a Grad School email to confirm their attendance at the defense using GradWeb,
 - CSSE Administrator prints "Application for Final Oral Defense for Doctoral Degree" from GradWeb
 - Department head signs application
 - CSSE Administrator submits signed application to Grad School
 - Grad School reviews & approves application

Check-in with CSSE Administrator a day or two ahead of defense meeting about room/AV/IT requirements

Chair is responsible for obtaining signatures of committee members & Department Head on **Certificate of Completion (CoC)** and returning it to Grad School within 2 weeks after defense or by the term deadline, whichever is earlier.

- CoC sent to Chair 1-2 weeks before defense date. It officially certifies the outcome of the defense.
- Any committee members attending remotely (i.e. Skype, Google Chat, etc.) must [submit an approval letter](#) in lieu of signing the CoC.

ACADEMIC TASKS

Full draft of dissertation with complete citations distributed to committee members **at least 6 full weeks in advance of defense.**

Dissertation defense meeting held.

Make necessary revisions to dissertation by term deadline.

ADMINISTRATIVE TASKS

Upload completed and approved dissertation to ProQuest/UMI ETD site by term deadline.

- [Detailed instructions](#).
- Deadline is usually about 2 weeks before the end of the term. The actual [deadline varies by term](#); make sure you know the deadline for your term.

Submit required forms by deadline to ensure review of your uploaded dissertation:

- Dissertation Submission Form (page1), and
- Document Approval Form (page 2)
- Link to [forms](#)

Continue to check email for notification of any formatting corrections required by the Graduate School. Follow instructions that are emailed and re-upload the dissertation within new deadline given (typically 7 days).

- Once the Graduate School accepts your dissertation as *final and complete* you will receive an email congratulating you on acceptance from the dissertation editor.

ACADEMIC TASKS

File dissertation with the Graduate School

Participate in graduation ceremony, if desired.

- End of Spring and Summer terms only

Congratulations, Doctor!