# Final Steps of Dissertation Process
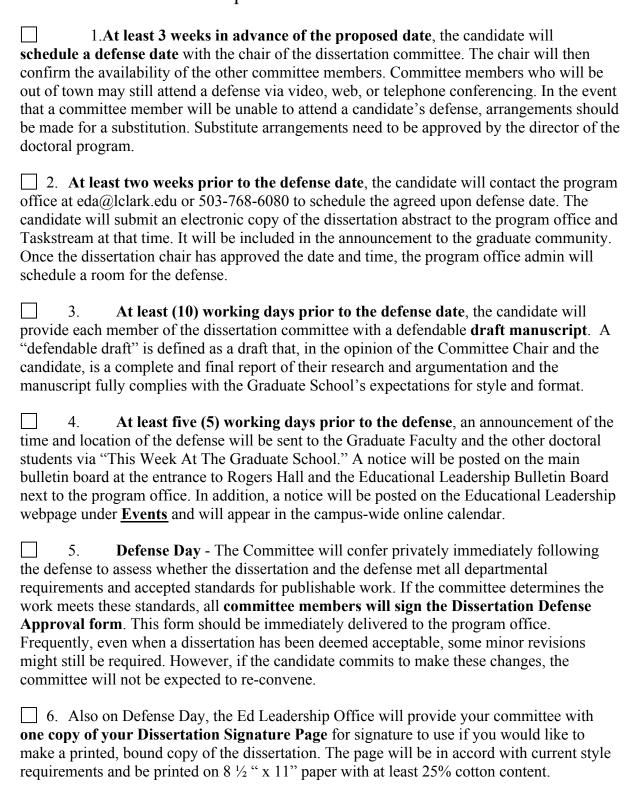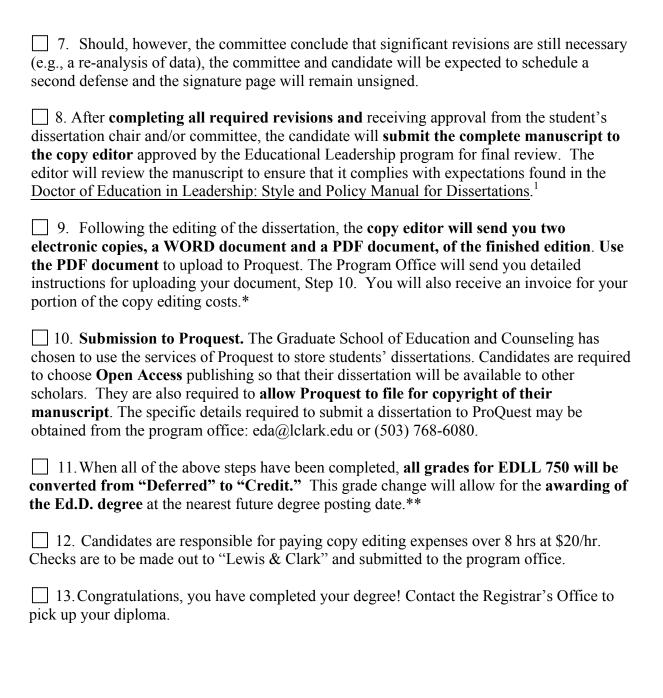## Doctor of Education in Leadership
## Lewis & Clark
## Final Steps of the Dissertation Process

☐      1.**At least 3 weeks in advance of the proposed date**, the candidate will **schedule a defense date** with the chair of the dissertation committee. The chair will then confirm the availability of the other committee members. Committee members who will be out of town may still attend a defense via video, web, or telephone conferencing. In the event that a committee member will be unable to attend a candidate's defense, arrangements should be made for a substitution. Substitute arrangements need to be approved by the director of the doctoral program.

☐   2.  **At least two weeks prior to the defense date**, the candidate will contact the program office at eda@lclark.edu or 503-768-6080 to schedule the agreed upon defense date. The candidate will submit an electronic copy of the dissertation abstract to the program office and Taskstream at that time. It will be included in the announcement to the graduate community. Once the dissertation chair has approved the date and time, the program office admin will schedule a room for the defense.

☐   3.     **At least (10) working days prior to the defense date**, the candidate will provide each member of the dissertation committee with a defendable **draft manuscript**. A "defendable draft" is defined as a draft that, in the opinion of the Committee Chair and the candidate, is a complete and final report of their research and argumentation and the manuscript fully complies with the Graduate School's expectations for style and format.

☐   4.     **At least five (5) working days prior to the defense**, an announcement of the time and location of the defense will be sent to the Graduate Faculty and the other doctoral students via "This Week At The Graduate School." A notice will be posted on the main bulletin board at the entrance to Rogers Hall and the Educational Leadership Bulletin Board next to the program office. In addition, a notice will be posted on the Educational Leadership webpage under **Events** and will appear in the campus-wide online calendar.

☐   5.     **Defense Day** - The Committee will confer privately immediately following the defense to assess whether the dissertation and the defense met all departmental requirements and accepted standards for publishable work. If the committee determines the work meets these standards, all **committee members will sign the Dissertation Defense Approval form**. This form should be immediately delivered to the program office. Frequently, even when a dissertation has been deemed acceptable, some minor revisions might still be required. However, if the candidate commits to make these changes, the committee will not be expected to re-convene.

☐   6.  Also on Defense Day, the Ed Leadership Office will provide your committee with **one copy of your Dissertation Signature Page** for signature to use if you would like to make a printed, bound copy of the dissertation. The page will be in accord with current style requirements and be printed on 8 ½ " x 11" paper with at least 25% cotton content.

☐ 7. Should, however, the committee conclude that significant revisions are still necessary (e.g., a re-analysis of data), the committee and candidate will be expected to schedule a second defense and the signature page will remain unsigned.

☐ 8. After **completing all required revisions and** receiving approval from the student's dissertation chair and/or committee, the candidate will **submit the complete manuscript to the copy editor** approved by the Educational Leadership program for final review. The editor will review the manuscript to ensure that it complies with expectations found in the Doctor of Education in Leadership: Style and Policy Manual for Dissertations.[1]

☐ 9. Following the editing of the dissertation, the **copy editor will send you two electronic copies, a WORD document and a PDF document, of the finished edition**. **Use the PDF document** to upload to Proquest. The Program Office will send you detailed instructions for uploading your document, Step 10. You will also receive an invoice for your portion of the copy editing costs.*

☐ 10. **Submission to Proquest.** The Graduate School of Education and Counseling has chosen to use the services of Proquest to store students' dissertations. Candidates are required to choose **Open Access** publishing so that their dissertation will be available to other scholars. They are also required to **allow Proquest to file for copyright of their manuscript**. The specific details required to submit a dissertation to ProQuest may be obtained from the program office: eda@lclark.edu or (503) 768-6080.

☐ 11. When all of the above steps have been completed, **all grades for EDLL 750 will be converted from "Deferred" to "Credit."** This grade change will allow for the **awarding of the Ed.D. degree** at the nearest future degree posting date.**

☐ 12. Candidates are responsible for paying copy editing expenses over 8 hrs at $20/hr. Checks are to be made out to "Lewis & Clark" and submitted to the program office.

☐ 13. Congratulations, you have completed your degree! Contact the Registrar's Office to pick up your diploma.

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* The department will cover all the editing costs if and when the editing takes less than 8 hours. Should a manuscript require more than 8 hrs of editing, it will be the student's responsibility to reimburse the department for the cost of additional editing.
** In order for degrees to post at the appropriate posting date, students are responsible for submitting their degree applications to the Graduate Registrar's office according to the yearly timeline. Generally, degree applications for December postings are due in September, applications for May postings are due in November.