

Graduate Student Services

STEPS TO THE DISSERTATION PROCESS

(NOTE: Some programs have their dissertation students form their committee and have the Student Services Asst. prepare and submit the committee form before the Prelims or Admission to Candidacy form. The student will work with their committee chair to know the correct dissertation process for their program. Each dissertation student will need to adjust steps 1-4 to fit their specific program's process)

1. Pass Prelims (you and your committee chair will work together to schedule your oral and written exams)
2. Student Services Asst. prepares **Admission to Candidacy Form** and acquires appropriate signatures and sends to Grad School.
3. Student, along with their Chair, will select committee members-student's Committee Chair will advise on enrolling in 899 hours (must be continual hours until student graduates-student has 9 years from the start of course work or 6 years from the start of 899 hours to complete). The student does not need to enroll in 899 hours in the summer unless they are defending their proposal or final dissertation during that time, student must be enrolled in 1 dissertation hour the term they graduate in
4. Student Services Asst. prepares **Approval of Dissertation Committee Form** and assists the student in acquiring the appropriate signatures.
 - a. Student submits the names of their Committee Chair and Committee Members along with their Title/Topic of research to the Student Services Asst. and Committee Chair via email. (including your committee's email address is helpful)
 - b. One of the Committee members must be someone who is not a graduate of our program and should have a doctorate in another discipline.
 - c. Student Services Asst. will check with the Dean's office to see if your outside committee member has a GFS form (Grad. Faculty Staff form) on file with the University. If not, the Student Services Asst. will email your outside committee member the form to complete, sign, and email it back to the Student Services Asst. along with a current copy of their CV.
 - d. Once all forms are complete, the Student Services Asst. will forward all signed documents to the Assoc. Dean's office for approval. Once approved, the Student Services Asst. will submit them to the Grad School.
5. Student Services Asst. prepares **Approval of Dissertation Proposal Form**—(the proposal covers the student's first 3 chapters). Student Services Asst. will keep this document in your file until after you defend your proposal.
 - a. Once student is ready to defend their proposal, they (or their committee chair) will contact the Student Services Asst. with the date and time of the proposal. If it is virtual, you will work with your committee chair to set up the zoom meeting (please include the

Student Services Asst. on the email so they have this information). If it is to be on campus, the Student Services Asst. will reserve a room for you.

- b. Once student defends and all signatures on the top half of the approval form are obtained by the Student Services Asst., the Student Services Asst. will send it back to the student to use for your IRB approval. (IRB Note: Every student should add Dr. Linda Sperry as a READER on their IRB unless the department chair is chairing your dissertation. If that is the case, then you should add Dr. Sperry as the ADMINISTRATIVE REVIEWER.) Below is a short cheat sheet with bullet points regarding IRB and Turnitin)
Next, the student will send the Student Services Asst. an edited copy of their dissertation proposal and it will be forwarded to the Dept. Chair for approval. If the Dept. Chair makes edits, they will be sent back to you for corrections. This process will continue until the Dept. Chair signs off on your proposal. Before your Dissertation Proposal form and edited proposal can be sent to the Associate Dean, you will need to email the Student Services Asst. a copy of your Turnitin Report and your IRB Approval Letter. The Student Services Asst. will then forward all 4 documents to the Assoc. Dean for approval.
 - c. **THE STUDENT SERVICES ASST. CANNOT FORWARD YOUR PROPOSAL TO THE DEAN'S OFFICE WITHOUT ALL 4 OF THE FOLLOWING DOCUMENTS: (YOUR EDITED PROPOSAL, IRB APPROVAL LETTER SENT TO YOU ON ISU LETTERHEAD, TURNITIN REPORT AND YOUR PROPOSAL APPROVAL FORM (the last form, the Student Services Asst. will have stored in your file and will retrieve it at the appropriate time)**
 - d. Once the Assoc. Dean approves your proposal (this could take weeks with edits going back and forth with the student), documents will be forwarded to the Grad School. The Student Services Asst. will email the student letting them know their proposal has been approved by the Assoc. Dean and they can begin their research.
6. Student Services Asst. prepares **Approval of Dissertation Defense Form** and helps student acquire the appropriate signatures-This remains in the student's file until after the dissertation has been defended.
 7. Once the student is ready to defend, they will notify the Student Services Asst. of the date, time, and location of the defense. If the defense is on campus, the student will work with the Student Services Asst. to reserve a room. If it is virtual, the student along with their committee chair will create the zoom link and they will also send the Student Services Asst. the link to the meeting so outside people can join the defense.
 8. The Student Services Asst. needs this information at least 2 weeks prior to the defense date so they can announce it to the Grad School and it can be published in University Communications.
 9. Once the student defends their dissertation successfully, a copy of the dissertation will be sent to the Student Services Asst. who will then forward it to the Dept. Chair for edits/approval. If edits are required, the Student Services Asst. will forward them to you.
 10. Once the Dept. Chair signs off on the dissertation and the approval form (this form is held in your file by the Student Services Asst.), the Student Services Asst. will forward the final dissertation and approval form to the Assoc. Dean for approval. Edits will go back and forth to

the student, via the Student Services Asst., until the Assoc. Dean signs off. Once Assoc. Dean signs off, the Student Services Asst. will send the dissertation approval form to the Grad School. The Grad School will send the student a link to upload an electronic copy of their final dissertation to ProQuest. (This could take a few weeks)

11. All communication after that will come directly from the Grad School

IRB

- Do CITI training
- Create an IRB Net Account (Make Dr. Linda Sperry a “READER” unless your department chair is chairing your dissertation committee. If that is the case, make Dr. Sperry the “ADMINISTRATIVE REVIEWER”
- Upload CITI Certificate
- You will then be able to access IRB forms such as “Form A”, “Informed consent”
- This may take 3-4 weeks to hear back from review board
- Link to IRB: <https://www.indstate.edu/irb>

TURNITIN

- Committee Chair sends you a link to upload your document to CANVAS/Turnitin—within 24 hours you get a report and then you have to make all the changes that are marked