

Graduate Student Services

STEPS TO THE DISSERTATION PROCESS

1. Pass Prelims
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 7 years 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.
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.
 - 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 you the form and you will ask your committee member to complete the form, sign the form, 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 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. (Below is a short cheat sheet with bullet points regarding IRB and Turnitin) Next, the student will send the Student Services Asst. a 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 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 along with the edited version of your dissertation proposal. The Student Services Asst. will then forward 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), 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. (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
- 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 Blackboard/Turnitin—within 24 hours you get a report and then you have to make all the changes that are marked