**Dissertation Work Timeline for Faculty and Students**

**PhD student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Advisor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Handbook located at-> MCN website ->Student Life tab at the bottom of the page**

**PhD Dissertation Deadlines at-> ISU Graduate School website-> Student Support-> thesis & dissertation asst.-> dates & deadlines** (useful to work backward from anticipated graduation date)

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| **Dissertation Activity** | **Completed** |
|  |  |
| Set members of dissertation committee and submit **Request for Appointment of Dissertation Committee** to OSS. |  |
| Meeting #1 * Present at least an outline of the proposal, may have as much of it done as you want
* Identify the 3 papers you will write and the journals
* This may be an email meeting
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| Meeting #2* Final meeting to approve the proposal- face to face meeting
* Discuss author order (all members will be authors)
* Submit **Admission to Candidacy Form** and **Report of Preliminary Exam and Dissertation Proposal Defense** to Office of Student Support (OSS).
* Get all required signatures for **Proposal Approval Form** (Graduate Schoolform) and submit to the Graduate School
* Must have signature of Copyright Officer if necessary, according to copyright checklist included on the Proposal Approval form; Student meets with Colby Cilento re: copyright issues

<https://guides.library.illinoisstate.edu/Copyright>  |  |
| Send out congratulatory email to MCN listserv when proposal revisions are finally approved |  |
| Student talks with Dana Davidson with ProQuest submission questions |  |
| Obtain IRB approval. It is up to the student and the dissertation committee to ensure that no data is collected until the IRB is approved.  |  |
| Start data collection |  |
| Write dissertation |  |
| Chair will send out to committee, usually 1 article at a time, when said article is polished and ready to submit |  |
| When all papers approved: Schedule Defense* Send email to Committee to schedule Dissertation Defense date… pay attention to Graduate School dates and deadlines. The committee will ask for corrections and the final version must be submitted to ISU by specified date in order to graduate in May, August, or December.
* Assign each committee member to be primary reviewer for one paper. Chair reviews all.
* Submit **Right to Defend** Form to 209 Hovey
* Submit **Dissertation** to ProQuest- be sure to embargo the document for 24 months
* Send email to committee to arrange date for defense
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| 10 days before defense* Send announcement to Director of Graduate Programs with pdf of dissertation, date, time, location. She will send out to the college and to Graduate School The Graduate School will then announce to the University.
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| Defense: * Bring 3 copies or email committee members to make sure all are working from same copy.
* Introduce committee
* Introduce candidate with personal anecdotes
* Candidate’s presentation 20-30 minutes
* Sit to left. Start questions with primary reviewer paper 1 and then proceed to other committee members. Chair is last to ask questions.
* Open questions to the floor
* Excuse everyone; committee deliberates & signs: **Outcome of Defense** and **Final Deposit Checklist**
* Congratulations Dr. ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ !
* Pictures and celebration
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