

SCCJ DOCTORAL DISSERTATION CHECKLIST

1. Student should consult with several faculty and choose a Chair for the Dissertation Committee.
2. In conjunction with the chair, the student should choose 2 other SCCJ graduate faculty and 1 outside member for the Dissertation Committee.
3. The student should then obtain and complete the "Appointment of Dissertation Committee for Doctoral Degree (inhouse – copy to student and original to SCCJ student master file) and file a new "Appointment of Supervisory Committee Form" (online) and note on the form that this is a dissertation committee, (copy to student, copy to SCCJ student master file, and original to the Graduate College).
4. The student should work with their committee to prepare the appropriate paperwork to document the topic in sufficient detail for the committee to consider it.
5. The student should schedule a Topic Approval Meeting with all four faculty on the Committee.
6. After the topic is approved by the committee, the student must submit the "Approval of Dissertation Topic Form" (inhouse – copy to student and original in Student SCCJ master file).
7. The student then writes the prospectus and provides a draft to the dissertation committee
8. The student must schedule an oral defense of the prospectus and successfully complete it.
9. When the committee deems the prospectus approved, the student must submit the "Approval of Dissertation Prospectus Form" (inhouse – copy to student and original to student master file).
10. When the dissertation is completed, it must be submitted to the dissertation committee with 3 weeks for their review.
11. If the dissertation committee determines that the dissertation is ready for defense, then the student must submit the "Application for Final Examination or Waiver of Examination for the Doctoral Degree" form 3 weeks before a scheduled defense (online form – copy to student, copy to SCCJ master file, and original to Graduate College).
12. The student orally defends the dissertation and makes whatever revisions are deemed necessary by the committee.
13. Then the student must submit the "Report on Completion of Degree Form" (online form – copy to student, copy to SCCJ master file, and original to the Graduate College). Note: this form must be filed a month before scheduled graduation.
14. The student must submit their dissertation in final form to the graduate college and library through ProQuest. If these student needs assistance with this step, please see "Steps in Submitting you Dissertation to ProQuest" form in the forms file at SCCJ.