

Final Steps of the Dissertation Process

1. The candidate will **schedule a defense date** with the chair of the dissertation committee at least **3 weeks in advance of the proposed date**. 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 telephonic 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. The chair will notify the program office of the defense date.
2. The candidate will provide each member of the dissertation committee with a defensible **draft manuscript at least (10) working days prior to the defense date**. A "defensible draft" is defined as a draft that, in the opinion of the candidate, is a complete and final report of their research and argumentation and that the manuscript fully complies with the Graduate School's expectations for style and format.
3. When the defense is scheduled the candidate must **submit a final copy of the "abstract" to the program office**. Copies of the abstract will be available to all interested members of the Graduate School community.
4. At least five (5) working days prior to the defense, an announcement of the time and location of the defense will be posted on the Educational Leadership Bulletin Board and online at "This Week at Lewis & Clark College."
5. **The Ed Leadership Office will provide your committee with three copies of your dissertation approval page on the day of your defense**. They will be in accord with current style requirements and be printed on 8 ½" x 11" paper with at least 25% cotton content.
6. The Committee will confer privately immediately following the defense to assess whether the dissertation and the defense met all departmental requirements and meets accepted standards for publishable work. If the committee determines that the work meets these standards, all **committee members will sign 2 copies of the Dissertation Defense Approval form** as well as the **dissertation approval pages** (see #5 above). 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.
7. Should, however, the committee conclude that significant revisions are still necessary (ex: a re-analysis of data), the committee and candidate will be expected to schedule a second defense.

8. After receiving approval from the student's dissertation committee the student 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 Doctorate in Educational Leadership: Dissertation Style Manual as well as check for common errors in mechanics and usage.¹
9. Following the editing of the dissertation, the student will submit **two unbound library copies of the dissertation (8 1/2" x 11" at least 25% cotton content) to the Program Office**, Rogers Hall, Room 308. The approval pages with original signature will already be on file in the Program Office (see #6 above). These approval pages will be integrated into your library copies.
10. **Upload your manuscript to UMI-Proquest.** The Graduate School at Lewis & Clark College has decided to use the **ProQuest on-line submission** option rather than the paper submission process. In addition we require that students use the **"open access option"** which makes their dissertation available to other scholars. For this reason **we also require all students to copyright their manuscript.** Once the paper copies of the dissertation have been filed at the department office, the candidate will need upload their dissertation to UMI-Proquest. This procedure is accomplished on-line. For specific information on the steps required to submit a dissertation to ProQuest, students should contact the program office at (503) 768-6080.
11. **Pay your portion of the copy editing expense.** The program office will send you an invoice.
12. A candidates dissertation requirements won't be considered complete until steps # 8 & 9 (above) has been completed. ProQuest will notify the Graduate School once the dissertation has been properly filed. Once this has occurred, **all grades for EDLL 750 will be converted from "Deferred" to "Pass."** This grade change will allow for the **awarding of the Ed.D. degree** (assuming all other requirements have been satisfied)

13. **Now you are officially done! Congratulations!**

(Updated November 7, 2008)

¹ 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 hours of editing, it will be the student's responsibility to reimburse the department for the cost of additional editing at a rate of \$20 per hour.