**Guidelines for Dissertation Phase**

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|  | **Action Item** | **Chair Responsibility** | **Student Responsibility** |
| **Prior to Proposal Defense** | Full-time GWU faculty member must be on dissertation committee |  | √ |
|  | Make sure dissertation proposal follows the most current GWU Style Guide and APA Manual | √ | √ |
|  | Check with committee members to obtain a date and time when all can be present for the defense (must take place at GWU main campus in Boiling Springs), and then give Barbara notice **at least 2 weeks** prior to the proposal defense so it can be publicized |  | √ |
| **After Successful Proposal Defense** | Send Dissertation Proposal Approval form (attached) to Barbara | √ |  |
|  | Submit IRB to Dr. Eury. Student can begin collecting data after IRB has completed approval process by Dr. Eury and the Graduate School |  | √ |
| **Prior to Final Defense** | Make sure the final dissertation follows the most current GWU Style Guide and APA Manual | √ | √ |
|  | Check with committee members to obtain a date and time when all can be present for the defense (must take place at GWU main campus in Boiling Springs), and then give Barbara notice **at least 2 weeks** prior to the final defense so it can be publicized |  | √ |
| **After Successful Final Defense** | Send Final Committee Action form (attached) to Barbara when student passes defense | √ |  |
|  | Contact Barbara so an editor can be assigned |  | √ |

**Please be aware of the following deadlines for each graduation:**

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| Spring Graduation | Successful defense and submission to editor **no later than February 22** | Completely edited and submitted to the Dean of the Graduate School **no later than March 15** |
| Summer Graduation | Successful defense and submission to editor **no later than May 25** | Completely edited and submitted to the Dean of the Graduate School **no later than June 15** |
| Fall Graduation | Successful defense and submission to editor **no later than September 24** | Completely edited and submitted to the Dean of the Graduate School **no later than October 15** |