

Ed.D. Directions for Student-Managed Submission of Dissertation



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Preparing people to lead extraordinary lives

The student-managed submission of dissertations gives the student control over the process of preparing and submitting the dissertation.

The process contains four parts. Please read the directions carefully and provide the information and appropriate materials in the proper order, using the enclosed paperwork for the process. Do not submit the material for any part listed in the directions below until it is accurate and complete; if the material is inaccurate or incomplete, the School of Education will not accept it.

Before beginning, you should obtain the following materials. Downloadable versions are available online at http://www.luc.edu/education/servicesandresources_forms.shtml.

Dissertation Committee

- * Ed.D. Dissertation Committee Recommendation form

Dissertation Proposal

- * Ed.D. Dissertation Format Guidelines
- * Ed.D. Dissertation Proposal Ballot
- * Ed.D. Dissertation Proposal Approval for IRB
- * Ed.D. Dissertation Registration - Bursar's form for paying the dissertation registration fee
- * Ed.D. Dissertation Registration Payment form

Dissertation Text and Oral Defense

- * Ed.D. Dissertation Text Ballot
- * Room Reservation for Final Oral Defense Form
- * Ed.D. Format Identification Sheet
- * Sample announcement of an oral defense
- * Ed.D. Oral Defense Ballot

The student is ultimately responsible for the submission of all the dissertation forms and documents to the School of Education. They are to be submitted to the Office of Student Academic Services in the School of Education - (312) 915-6800 or SchIEduc@luc.edu Subject: Dissertation.

IMPORTANT DEADLINES

To be eligible for graduation, the student must meet all necessary School of Education deadlines. Of particular importance to the student completing a dissertation are the following:

1. **August 1st (Fall)/December 1st (Spring or Summer) - Application for Degree Conferral.** The student must have on file with the School of Education a completed Application for Degree Conferral by the deadline. Applications are valid for the current semester only. Students who file an application to receive a degree during a semester, but do not complete all requirements in that semester must file another application the next semester.
2. **October 1st (Fall)/March 1st (Spring)/May 1st (Summer) - Format Check.** The student must submit a reader's copy of the dissertation to the School of Education by the deadline. (See page 6 of the Dissertation Format Guidelines.)
3. **November 1st (Fall)/April 1st (Spring)/June 1st (Summer) - Final, Approved Copies.** The student must submit final, approved copies of the dissertation to the School of Education by the deadline. (See page 6 of the Dissertation Format Guidelines.)

The student should circulate readers' copies and schedule the oral defense with the above deadlines in mind in order to be eligible for graduation. Note that the committee has one month to review the text before an oral defense and may require revision after the oral defense.

PART 1 -- THE DISSERTATION COMMITTEE

1. Submit to the School of Education the Ed.D. Dissertation Committee Recommendation form with the appropriate signatures. The student and the committee members are responsible for complying with the School of Education's policy regarding committee membership as follows:
 - a. Dissertation committees have official standing only upon appointment by the School of Education
 - b. **Director:** Only a full member of the Loyola University Chicago School of Education Faculty may direct a dissertation. Members of the School of Education Faculty are listed on the web at http://www.luc.edu/education/about_faculty_directory.shtml.
 - c. **Readers:** Full, Associate, and Clinical School of Education Faculty, other Loyola University Chicago Faculty, and individuals from other institutions may be recommended to serve as readers. (If an individual is to serve on the committee as a non-voting member, please indicate this status in parentheses.) In the case of proposed readers who are (a) Loyola University Chicago Faculty who are not Full or Associate members of the School of Education Faculty, or (b) from other institutions, the student must submit a copy of each reader's curriculum vitae with this form.
 - d. The minimum number of voting members on a dissertation committee is three of which 2 must be Loyola University Chicago School of Education Faculty. At no time may committee composition fall below the minimum number required.
2. The student should make copies of this form for their records before submitting it to the School of Education. The School of Education will notify the student and the director that the Committee has been approved via a letter.

PART 2 -- THE DISSERTATION PROPOSAL

1. Submit copies of the dissertation proposal to members of the committee.
2. Most students are required to orally defend their dissertation proposal. Check with your director.
3. Should any voting member of the committee not approve the proposal as submitted, the student must make all necessary revisions. Once the committee has agreed that the proposal is acceptable, the student shall have each voting member of the committee sign a separate ballot. The ballot must indicate unqualified approval from all voting members.
4. All projects involving human subjects must be approved by the Institutional Review Board for the Protection of Human Subjects (IRB). The student must submit a copy of the IRB written notification of approval of the research to the School of Education. The School of Education will not register final approval of a dissertation proposal, and the student should not begin research, until he or she has received written approval from the IRB. **Note:** The IRB requires the Committee Approval of Ed.D. Dissertation Proposal for IRB form signed by the dissertation director; therefore, students must obtain the approval of their committee before submitting their proposal for IRB approval.
5. Submit to the Bursar's Office a check for the dissertation fee along with the two (2) forms - Ed.D. Dissertation Registration and Ed.D. Dissertation Registration Payment. Have the Bursar's Office stamp the Ed.D. Dissertation Registration Payment form "Paid." We recommend handling this at the time of your dissertation proposal defense.
6. Submit the following material to the School of Education:
 - (a) The Ed.D. Dissertation Registration Payment form. The form should be stamped "Paid" by the Bursar's Office indicating the payment of the dissertation registration fee (see #5 above).
 - (b) if human subjects are involved in the research, the student must attach a copy of the IRB written notification of approval (see #4 above).
 - (c) The Ed.D. Dissertation Proposal Ballots with the appropriate signatures indicating unanimous unqualified approval of the proposal from each member of the committee.
7. The Student should make copies of the Ed. D. Dissertation Registration Payment form and the Ballots for their records. The School of Education will notify the student via a letter that the proposal has been accepted.

PART 3 -- THE TEXT AND ORAL DEFENSE OF A DISSERTATION

1. After receiving the necessary approval of the proposal, the student may proceed with the writing of the dissertation. After completing a reader's copy of the text, submit one copy to each member of the committee. The committee has one month to review the text. The committee must indicate approval of the text of the dissertation to the student before the date of the oral defense is established. No oral defense may take place without the prior agreement among the voting members that the text is in its final state, with no major revisions necessary.

2. Upon the Director's approval of the written text, the student shall:
 - (a) submit a copy of the entire manuscript to the School of Education for a format check. Include the entire dissertation (which includes front matter, main body, and back matter as well as "stand alone title page" and "stand alone abstract" as described in the School of Education's Dissertation Format Guidelines. Before submitting, use the format check also provided in the Format Guidelines to make sure all format requirements are met. Submit one copy on plain paper in a large envelope.

 - (b) schedule an oral defense at a time convenient to all voting members of the committee.

 - (c) contact the School of Education Assistant to the Deans to reserve a room for the final oral defense at 312-915-6992 or SchlEduc@luc.edu (with the subject line marked Room Reservation for Final Oral Defense). Allow an extra 30 minutes prior to the actual defense time when scheduling to allow time to set-up the presentation. Verbal or e-mail confirmation will be given. Please note the conference rooms in the School of Education are equipped with computers and projectors.

 - (d) prepare an announcement of an oral defense and post it on the 11th Floor (of Lewis Towers) by the elevators (a sample is one of the forms in the Dissertation section).

 - (e) the oral defense presentation must be Microsoft Office compatible and brought on a flash drive. This reduces the difficulties with compatibility for the presentation.

3. All voting members of the committee must attend the oral defense; the School of Education will not accept the results of the oral defense if all voting members are not present. The only exception to this policy is in the case of a reader's absence due to an emergency (i.e., a sudden, unexpected event that prevents attendance at the oral defense); in such cases, the School of Education will consult the absent reader(s) before deciding whether to accept the result of the oral defense. Under no circumstances will the School of Education accept the results of an oral defense at which the dissertation director was not present.

4. Upon the successful completion of the oral defense, each voting member of the committee must sign the Ed.D. Dissertation Text Ballot AND Ed.D. Oral Defense Ballot. (While the Ed.D. Dissertation Text Ballot may have been given to each committee member earlier, it is the practice that both ballots are signed at the time of the oral defense. Make sure you bring the 2 ballots for each voting member.) The student must immediately submit the signed ballots to the School of Education. The student and the committee members are responsible for complying with the School or Education's policy regarding the approval of the text and oral defense of a dissertation (as stated in Part 3 #1, #2e and both Ballots).

PART 4 – COMPLETION OF A DISSERTATION

1. Upon the committee's approval of the oral defense and submission of the Ballots (Part 3 #3 above), the student must submit final, approved copies of the dissertation to the School of Education prior to the deadline date. The following must all be on high quality (white, water-marked) bond paper (minimum 20 lb.) with size 8.5 x 11 inches.
 - a. Two copies of manuscript
 - b. Two copies of approval sheets with original signature from the Director
 - c. Two blank sheets of paper of same quality as of manuscript
 - d. Two copies of "Stand alone Title pages" with Director's name
 - e. One copy of "Stand alone Abstract"

The documents are to be submitted in a 8-3/4 x 11-1/4 inch paper box with a lid. Inside the box include the Ed.D. Format Identification Sheet.

If the manuscript is more than 2 ½ inches thick (on high quality paper), it should be broken into two volumes; each volume should have a Title Page –Vol. I and Vol. II- (see samples in the Format Guidelines 17). Both volumes should have a complete Table of Content.

2. Complete the Survey of Earned Doctorates – either submitting a paper survey or completing it on-line. The on-line survey is available at <http://survey.norc.uchicago.edu/doctorate> or it can be downloaded from the web at: <http://www.norc.uchicago.edu/issues/docdata.htm> (select the time span that you are graduating under the Questionnaires heading on the right-hand side). The paper survey can also be obtained from the Office of Student Academic Services in the School of Education. Submit the paper survey or the web certificate (from completing it on-line) to the School of Education at the same time you submit your final manuscript.
3. Optional: If you would like to have your research available to others or for future professional reasons, you can have your dissertation scanned by UMI. The UMI application indicates that your university will be doing certain things. Please note that since this is optional, we will not be doing them. You will be responsible for all areas of submission. The application can be accessed from <http://www.luc.edu/gradschool/forms/microfilm.pdf> or obtained from the Office of Student Academic Services in the School of Education. Please note that you must submit proof that your degree has been awarded. While you can prepare it in advance, you'll need to submit it only after your degree has been posted to your transcript.
4. Optional: If you would like to have your personal copies of your dissertation bound professionally by the same service that will bind the final copies you submit to the university through the library system, you can obtain more information about the cost and process at <http://libraries.luc.edu/services/bindery.shtml>.
5. Of the two copies submitted, one copy of your dissertation goes to the University Archives and one copy goes to the Library. The Library copies are bound, given brief records in Pegasus saying "In Process", and placed in a library holding area. To have the Library copy fully cataloged and sent to Lewis Library, you must enter an "In Process" request at <http://libraries.luc.edu/forms/inproc.cfm>.
6. We highly recommend that you keep a hard copy of your dissertation. Should you ever need to print another copy of your dissertation in the future, it is probable that even if the newer software can read it, it will not hold the necessary format.