



College of Education

**Timeline for a Traditional Dissertation**

Please take to your advisor with dates to map out your degree

**Timeline for Prelims**

- 1. Agreed topic/questions/exam type - no later than \_\_\_\_\_
- 2. Writing of questions/proposal/oral exam presentation \_\_\_\_\_
- 3. Register for 2 credits of 800 - before classes start \_\_\_\_\_
- 4. Scheduling form submitted \_\_\_\_\_
- 5. Write exam - due \_\_\_\_\_
- 6. Defense date \_\_\_\_\_
- 7. IRB submission? If needed \_\_\_\_\_

**Timeline for D1 (Dissertation Proposal)**

- 1. Register for 2 credits of 800 - before start of Term \_\_\_\_\_
- 2. Draft 1- no later than \_\_\_\_\_
- 3. Proofing/corrections- no later than \_\_\_\_\_
- 4. Final draft - no later than \_\_\_\_\_
- 5. Approximate date of defense- no later than \_\_\_\_\_
- 6. Committee agreed to date time \_\_\_\_\_
- 7. Reserve Room \_\_\_\_\_
- 8. Complete D1 Scheduling form \_\_\_\_\_
- 9. Defense & D1 Approval form \_\_\_\_\_
- 10. IRB submission? If needed \_\_\_\_\_

**Timeline for D2 (Final Defense)**

**Example for Traditional Dissertation**

*PLEASE WRITE IN DATES FOR AN ACTURATE GUIDELINE*

- 1. Register for 2 credits of 800 - before start of Term \_\_\_\_\_
- 2. [Apply for Graduation](#) - no later than one of the following terms (Spring = March - first Friday; Fall = October -first Friday; summer session = May - 2<sup>nd</sup> week of summer block A) for the graduation fee \_\_\_\_\_

3. Chapter drafts to advisor and [whole dissertation](#) (look for the template info)- Starting asap but no later (and each chapter a week after that initial date)
  - a. Chapter 1 \_\_\_\_\_
    - i. Chapter 1 returned for edits and corrections (give yourself enough time to do that - a week or two weeks) \_\_\_\_\_
  - b. Chapter 2 (continue working on chapter while previous chapter being reviewed) \_\_\_\_\_
    - i. Chapter 2 returned for edits and corrections (give yourself enough time to do that - a week or two weeks) \_\_\_\_\_
    - ii. Chapter 1 returned for corrections (give yourself enough time to do that - a week at the most) \_\_\_\_\_
  - c. Chapter 3 (continue working on chapter while previous chapter being reviewed, work on chapter 1 edits as well) \_\_\_\_\_
    - i. Chapter 3 returned for edits and corrections (give yourself enough time to do that - a week or two weeks) \_\_\_\_\_
    - ii. Chapter 2 returned for corrections (give yourself enough time to do that - a week at the most) \_\_\_\_\_
  - d. Chapter 4 (continue working on chapter while previous chapter being reviewed, work on chapter 2 edits as well) \_\_\_\_\_
    - i. Chapter 4 returned for edits and corrections (give yourself enough time to do that - a week or two weeks) \_\_\_\_\_
    - ii. Chapter 3 returned for corrections (give yourself enough time to do that - a week at the most) \_\_\_\_\_
  - e. Chapter 5 (continue working on chapter while previous chapter being reviewed, work on chapter 3 edits as well) \_\_\_\_\_
    - i. Chapter 5 returned for edits and corrections (give yourself enough time to do that - a week or two weeks) \_\_\_\_\_
    - ii. Chapter 4 returned for corrections (give yourself enough time to do that - a week at the most) \_\_\_\_\_
    - iii. Complete chapter 5 corrections \_\_\_\_\_
4. Setting up the defense (committee approval & room reservation)- no later than \_\_\_\_\_
5. *Formatting pre-check with Kelly - (preferably 2-3 months before your defense). Remember this is only a pre-check to help reduce the official list you will get closer to your defense, it is not an official formatting check. Date:\_\_\_\_\_*
6. Finalizing dissertation - to the committee - no later than \_\_\_\_\_
7. Collection of [Scheduling form information](#) from committee- no later than \_\_\_\_\_

8. Routing of Scheduling form through your myWSU accounts - no later than *(15-20 full business days before the defense)*-----
9. Submission of draft dissertation to ETD/Proquest and COE office of Graduate Studies- no later than *(15 full business days before the defense)* -----
  - a. This pre-defense upload to ETD/Proquest is what generates the official formatting corrections. To be completed no later than 5 full business days after your defense.
10. Defense date\* -  $\sqrt{\vee}$  last dates listed on [Graduate School Deadline list](#). List your date of defense: -----
11. [Miscellaneous defense items - within five \(5\) full business days after your defense.](#)
  - a. [Signature page \(title page & abstract\) upload](#) through myWSU
  - b. [Hold Harmless/Copyright form](#), upload through myWSU
  - c. Upload of your final corrected dissertation to the link provided by the ETD/Proquest - formatting corrections email.
  - d. Survey of Earned Doctorate (see Graduate School forms page for direct link to survey <https://gradschool.wsu.edu/facultystaff-resources/18-2/>). Email certificate directly to the Graduate School, [gradschool@wsu.edu](mailto:gradschool@wsu.edu).

Please remember that degree clearance and confirmation take place at the end of the term, after grades are posted for the term, not directly after the day you defend. Watch for email correspondence from your WSU email account once degree clearance starts. It is very important you acknowledge and complete any items from these emails, in a timely manner, for your degrees and diploma's to be awarded.