

Dissertation Completion Guide

*Information for students and committee
members*



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Dissertation Stages

There are two formal stages of dissertation development: The prospectus and the dissertation.

1. The Prospectus (draft of Chp 1-3): Prospectus development starts in the second semester of Year 2 of required courses and is completed by the end of Year 3 in GED 8517.
2. The Dissertation: There are five main stages plus degree completion: committee set-up; development of chapters 1-3; proposal meeting; developing chapters 4-5; dissertation defense; and degree completion. Revising and editing are present across several stages.

Dissertation Process

1. Committee Set-up	-Chair is determined and readers are selected.
2. Development of the Proposal (revised and edited Chapters 1-3)	-Students work consistently with all committee members to develop the introduction (Chapter 1), literature review (Chapter 2), and methods chapters (Chapter 3). -When the chair is satisfied with the content, the proposal meeting can be scheduled. Students provide an electronic or a paper copy according to committee members' wishes at least two weeks before the proposal meeting date.
3. Proposal Meeting	-A main purpose of the proposal meeting is to determine whether proposal is complete enough to move to the next stage. During the proposal meeting, students are prepared to discuss the study in detail and to answer questions. -There are two possible outcomes of a proposal meeting. a. The proposal is approved with no changes. The student completes and submits the Hamline Institutional Review Board application with the chair's oversight. Once IRB approval has been obtained, data collection can begin. b. The proposal is approved with changes. This is a common result of the proposal meeting. When the required changes in chapters 1-3 are made to committee satisfaction, the student begins the IRB process with the chair's oversight. Full approval must be received from IRB before data collection can begin.
4. Development of Chapters 4-5; Revising and Editing the Entire Dissertation	-Develop the results and conclusions chapters. -Revise earlier chapters as directed by the committee. -Edit entire dissertation for format, citations, spelling, grammar, and mechanics. Consult the Capstone and Dissertation Formatting Guide for specifics. -Students should determine their anticipated degree completion term in consultation with their chair and committee.

	-Students complete their Intent to Graduate once - one term prior to degree completion. A reminder to complete the Intent to Graduate form will be emailed to your Hamline gmail account every term.
5. Dissertation Defense	-The defense is scheduled when the dissertation is deemed ready by the <i>full</i> committee. -With the permission of the chair, coordinate the date, time, and location of this final meeting. -Provide a copy of the dissertation in its nearly final form to each committee member a minimum of two weeks before the date of the final meeting. The defense usually takes 2-3 hours. -After the defense, revise and edit based on committee feedback. This continues until the dissertation chair agrees the dissertation meets requirements. -The dissertation chair will request the electronic dissertation rubric from Advanced Degrees Student Support Administrator, and will complete and submit it on behalf of the committee after the defense.
6. Degree Completion	-Follow published deadlines for tasks related to degree completion, including the scheduling of the defense. -To qualify for degree completion in any given term, the defense must be held prior to the dissertation submission deadline listed on the degree-completion timeline. All degree requirements must be met, including submission of the dissertation and related electronic degree completion forms, by the submission deadlines listed on the degree completion timeline. -Students completing their degree in the fall, spring or summer terms of a given academic year are eligible to participate in the spring commencement ceremony.

Defining the Dissertation

The completion and defense of a dissertation are the final requirements for the Doctor of Education degree. A common focus of the EdD dissertation is the application of theory to practice within the context of your work experiences in education. You can expect the dissertation process to last 9 to 24 months, from proposal development through defense.

A Hamline dissertation does the following:

- It complies with the HU Institutional Review Board (IRB), as applicable to the dissertation topic and methods;
- It shows evidence of the researcher and scholar roles emphasized in the EdD by
 - demonstrating understanding and application of a theoretical foundation in the

- research literature of education;
 - demonstrating the ability to do independent research involving primary and secondary literature appropriate to the topic;
 - developing either a theoretical inquiry or the collection and analysis of data;
 - demonstrating critical analysis; and
 - constructing and defending a position concerning an issue or question.
- It demonstrates scholarly writing ability.

Policies on EdD Dissertation Registrations (GED 8991, 8992, 8993, 8994)

1. The requirements for GED 8991 registration:
 - a. All required course credits preceding the dissertation credits must be completed with grades of B or higher; elective credits do not have to be completed. It is highly recommended that a minimum of 10-12 credits have been completed prior to registering for GED 8991.
 - b. The prospectus (draft of Chp 1-3) must be finished in GED 8517.
 - c. The three committee members are selected.
2. Students *may* register for GED 8991 and GED 8992 *before* the proposal meeting is held.
3. Students *may not* register for GED 8993 and GED 8994 until *after* the proposal meeting is held.
4. Pass or No Pass grades are given for the 16 dissertation credits. Grades for Dissertation I, II, and III are entered at the end of the term of registration. The grade for GED 8994 Dissertation IV is entered when all required dissertation items are submitted to the Advanced Degrees Student Support Administrator.

Policies on EdD Dissertation Committees

1. The dissertation chair must be a full time Hamline faculty/staff member with an earned doctorate.
2. Students will receive a list of potential dissertation chairs during the last required course. The students will identify faculty who are available with content or methodology expertise. Students should contact and/or meet with faculty to determine their availability. Faculty/staff members may accept or decline to chair committee based on a student's readiness and their current dissertation load.
3. Students are responsible for arranging for the two readers in consultation with their dissertation chair. Each must have an earned doctorate. Each supplies a current CV/resume; this must be emailed to the dissertation chair.

4. The dissertation chair provides the readers with information about advising expectations and Hamline requirements.

Intent to Graduate

Students should determine their anticipated degree completion term with their dissertation chair and committee. Students should then submit their Intent to Graduate form based on their anticipated degree completion term. Students will receive a degree audit letter via their Hamline email account approximately one month before the start of the term in which they anticipate completing their degree.

Dissertation Submission Requirements

After the chair submits the electronic dissertation rubric, the student will receive an email from the Advanced Degrees Student Support Administrator requesting the items needed for degree completion:

- PDF version of the dissertation
- Digital Commons submission agreement and electronic category selection form
- PDF version of the abstract

These items cannot be submitted until the student has received the email from Advanced Degrees Student Support Administrator requesting them.

Upload to Digital Commons

The following is the text of the Digital Commons@Hamline Submission Agreement. Students have the choice of giving permission for their dissertation to be uploaded to the Digital Commons platform in full, or giving permission for only their degree information, names of committee members, and abstract to be uploaded. Students should consult with their chair as to the best option.

Digital Commons@Hamline is a hosted, open-access online repository of scholarly work produced by Hamline University's students, faculty and staff. It was created to highlight and promote the intellectual output of the University. It is a permanent archive of scholarly material administered by Bush Memorial Library on behalf of the Hamline University community.

Material you submit to Digital Commons@Hamline will be freely accessible to the world in electronic form and searchable from Google Scholar and other search engines. In addition, Bush Memorial Library will create a record of the work you submit in its online catalogs.

By checking the box below and submitting your Work to Digital Commons@Hamline, you are agreeing

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You are responsible for addressing privacy and confidentiality issues in your work prior to submission. You are responsible for the proper redaction of confidential content before submission. You are encouraged to speak with your advisor and Hamline's Institutional Review Board with any concerns you may have regarding the privacy and confidentiality of human subjects.

If privacy concerns are identified after a Work has been made publicly available, the site administrator is empowered to restrict access to the Work temporarily. This person will then consult with the appropriate departmental chair, dean, or administrator in order to determine a course of action regarding future access.

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