

# Dissertation Writing and Defense Processes

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# *Dissertation Writing Segments*

- The writing of a dissertation starts with:
  1. Identifying a dissertation committee advisor and committee members.
  2. Proposal writing, defense, and approval.
  3. Seeking IRB approval.

4. Full-blown dissertation writing cannot begin until your IRB application is approved.
5. IRB application should include:
  - \* completing the application form.
  - \* support letter from your dissertation advisor.

- \* submission of a consent form
- \* the first three chapters of the dissertation which are (a) chapter 1 - Introduction; (b) chapter 2 - Literature review; (c) chapter 3 - Methodological approach
- \* references at the point of the research

# *IRB Approval/Rejection*

- An approved IRB application comes with a letter of approval by the chair to the student/faculty.
- A rejected IRB application also comes with a letter of rejection, reason or reasons for rejection and details of what is expected from the student to resubmit the application for approval. A specified due date will accompany the letter of rejection.
- IRB application review takes about four weeks if a student is conducting a primary research and two weeks for secondary research.

# *Full-Blown Dissertation Writing*

- After successful approval of candidates IRB application, an intense writing starts.
- Candidate works directly with his/her dissertation advisor and the members of his/her committee.
- The rest of the dissertation is approved chapter by chapter with changes and rewrites until the final chapter is completed.

# *Completed Dissertation*

- Completed Dissertation must be certified by the dissertation advisor.
- Candidate must go through a pre-defense and pass before the dissertation is deposited to the graduate school.
- A copy of the completed dissertation must be submitted to the graduate school for a request for defense

# Obtaining Approval for Scheduling the Final Oral Defense

Before an approval is obtained for final oral defense, the dissertation advisor must have communicated the readiness of the dissertation to the Dean of Graduate School.

The Dissertation Readiness Approval Forms must be signed by the dissertation committee and should accompany the dissertation copy during the request for defense.

All the members of the committee including an external examiner must be ready.



- The Graduate Dean reviews the dissertation to make sure that it meets Graduate School Standard.
- The Dean approves the dissertation that met Graduate School Standard and then approve a defense date which is communicated to the candidates dissertation advisor.
- A dissertation that failed to meet Graduate School Standard is rejected and send back to the student through the dissertation advisor.

# Graduate School Standards

- To meet Graduate School Standards, a student's dissertation must fulfill the following:
  - (1) approval of IRB.
  - (2) completion of the requisite research and data analysis.
  - (3) review of the appropriate literature which is of sufficient breadth and depth. It must meet the level of scholarship for doctoral work.
  - (4) must follow the American Psychological Association (APA) style format.

# Graduate School Standards Contd.

- (5) comprehensive and accurate use of citations for all sources used in the study.
- (6) consistent use of type-face throughout the document, diagrams, tables and charts.
- (7) avoidance of plagiarism for the danger associated with being caught.
- (8) complete spell-check.
- (9) reference pages consistent with current APA style.

# Deadlines in the BSU Dissertation Process

- The following deadlines during the dissertation writing and defense are necessary:
- Dissertation Proposal Hearing - October
- Submission of IRB - Second Friday in October for fall graduation.  
Second Friday in March for Spring graduation.
- \* Defense Approval - All doctoral defense approvals for May graduation must be completed by the second week in March.

# Deadlines Continued

- All doctoral defenses must be completed by the second week in April.
- Note:
  - Any defense approval request submitted after the deadline will not be reviewed for approval for May graduation.
  - Any defense that failed to meet the deadline will not be included in the list for May graduation.
  - There will be no exception.

# Conclusion

- For further clarifications please refer to the  
Graduate School Dissertation Handbook  
Pages 18 through 80.

# Question & Answer

- Please Feel Free to ask Your Questions