



Steps of Dissertation Completion at Westcliff University

Doctorate of Business Administration

This document is designed to guide you through the process of your dissertation and the essential checkpoints involved. Our goal is to help you to complete your dissertation by the end of Year 3 and in order to do that, there are aspects you will need to work on starting in Year 1.

For a more detailed explanation of what to consider when curating your dissertation, please see [here](#).

Year 1

- Select Topic
 - Complete dissertation onboarding program in GAP.
 - Send [Dissertation Onboarding Completion Form](#) to dissertationdept@westcliff.edu:
Include full name, Student ID, and Purpose of Email.
 - Upon receipt of the signed form, the Dissertation Department will generate a Student Dissertation File for the doctoral student to track documentation and facilitate the dissertation process on the backend.
 - Write an abstract describing your research (150-200 words) to add when submitting your Chair request form
- Match with Chair (request will be sent in RES 700)
 - Prior to matching, attend the Chair Meet and Greet.
 - Request top two (2) choices for a Chair after receiving the email labeled, Chair Request Form, from the Dissertation Department. ***(Please be advised, Chairs' schedules must be considered when pairing students with Chairs. It is possible that you will not be able to receive either of the Chairs you selected. Though, we do try to accommodate the best we can.)***
- Literature Review: Throughout Year 1 and Year 2 (independent)
 - Throughout all courses, engage in a thorough review of the literature relevant to the chosen topic to develop a framework and situate the study.
 - Create a [Mendeley account](#) (or something comparable) to compile and organize your research early on.
 - Watch this [video tutorial](#) to help you get started.
- Write the [Prospectus](#)
 - Pass RES 701 and finalize the Prospectus based upon the feedback received.



- Upon passing RES 701, the doctoral student will send the Chair the Prospectus and the [Prospectus Completion Form](#) to receive approval.
- After the Chair signs, the doctoral student will email the signed form to dissertationdept@westcliff.edu (*necessary to gain college approval*).
- The doctoral student and the Chair will receive a SignNow request from the Dissertation Department
- Upon college approval, the Dissertation Department will send a verification email that indicates next steps.

Year 2

- Set a [Progress Plan](#) with the Chair to agree upon goals for the progression of your dissertation throughout the initial four core courses of Year 2.
 - Set a meeting with the Chair to review and approve the Progress Plan.
- Follow the Progress Plan over the four core courses.
 - Set two (2) one-hour meetings with the Chair to verify progress and answer any questions that arise.
- Select a methodology for the research study.
 - Confirm methodology with the Chair. (Engage in the RES 702 methodology course knowing which methodological approach is applicable to the study's design...use the time in this course to make progress on your dissertation work as well.)
- Finalize the [Proposal](#)
 - Pass RES 703 and finalize the Proposal.
 - Send the Proposal to the Chair and acquire the Chair's signature on the [Proposal Completion Form](#).
 - Email dissertationdept@westcliff.edu the signed form.
 - Upon receipt, the Dissertation Department will match you with two Committee Members.
 - An email with verification of Committee Members will be sent to you and your Dissertation Chair.
 - The Dissertation Chair will send the Committee Members a request for review of Chapters 1-3.
 - The Committee Members' feedback will be sent to the Chair with the Dissertation Department cc'd, and the Chair will review the feedback.
 - The Chair will meet with you to discuss the feedback and what needs revision prior to the Preliminary Defense.



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- After the Chair has approved of the revised Proposal, email the signed [Preliminary Defense Readiness Form](#) to dissertationdept@westcliff.edu
- Upon receipt, the Dissertation Department will set the Preliminary Defense Date

Year 3

In Year 3 you will be placed into a GAP course as you continue to work on your dissertation with your Chair. Please be aware that you may have to upload documentation in GAP as well as email confirmation to the Dissertation Department - one is tracking your progress (GAP) and one is meant to signal to the department when it is time to provide you with the next steps to move ahead (Dissertation Department).

- The [Preliminary Defense](#)
 - The Dissertation Department will email you regarding the steps of the Preliminary Defense and with a link to indicate your availability to schedule the defense.
 - Upon passing the defense, the Chair will sign the Preliminary Defense Completion Form. Send the signed form to dissertationdept@westcliff.edu.
 - You will receive feedback forms from the Chair and Committee Members during the defense. Keep these, as you will need to upload them through a SignNow request.
 - The Dissertation Department will send a SignNow request to acquire the Chair, Committee Members, and Dissertation Coordinator's signatures for the defense.
 - Should you need to re-defend, you will make any revisions as noted by your Chair and Committee Members, and have your Chair sign the [Preliminary Defense Readiness Form](#) once again. Email this form to dissertationdept@westcliff.edu to schedule your re-defense.
 - Upon receipt of all signatures and approvals, the Dissertation Department will send you confirmation and the guidelines for the IRB application process.
 - Should the Dissertation Coordinator require a re-defense or any revisions, the Dissertation Coordinator will contact you and your Chair.
- Submit an [IRB application](#) and be approved prior to the collection of data.
 - Upon approval of your application, upload approval documentation to GAP and email approval letter to dissertationdept@westcliff.edu.
- Complete Chapters 1-5 throughout your GAP dissertation block.



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- To verify readiness of references, ensure you upload your dissertation to [Reciteworks](#). (There ***should not*** be any inconsistencies by the time you submit to the Formatting Committee. They will run this check for verification as well).
 - For help regarding how and why to use this, please see the [tutorial here](#).
- Upon Chair approval of Chapters 1-5, the Chair will email the dissertation to the Committee Members for asynchronous review.
 - Upon completion of the asynchronous review, the Committee Members will return the feedback to the Chair with the Dissertation Department cc'd.
 - The Chair will review feedback with you.
 - Upon approval from the Chair, send the [Final Defense Readiness Form](#) to the Dissertation Department: dissertationdept@westcliff.edu.
 - The Dissertation Department will set the Final Defense date and inform you, the Chair, and the Committee Members, of next steps regarding the logistics.
 - After the Final Defense is complete, email dissertationdept@westcliff.edu the [Final Defense Completion Form](#).
 - You will receive feedback forms from the Chair and Committee Members during the defense. Keep these, as you will need to upload them through a SignNow request.
 - The Dissertation Department will send a SignNow request for all signatures required for your Final Defense.
 - Upon receipt of all signatures, the Dissertation Department will send the finalized dissertation to the Formatting Committee for approval.
 - Upon approval from the Formatting Committee, the Dissertation Department will send a SignNow Request with all final documentation required.
 - You will need to upload: [Copyright Release Statement](#)
 - Final Dissertation

*****Please be advised, it is the responsibility of the doctoral candidate to ensure the required materials are emailed to the parties indicated above in a timely manner. You are the sole party responsible for your documentation and your progression on the dissertation.***

Questions throughout the process?:

Any questions related to the content of the dissertation? lajuanfuller@westcliff.edu

Any questions related to the process of the dissertation? dissertationdept@westcliff.edu