

Steps of Dissertation Completion at Westcliff University from Fall 1, 2022 - present

This document is designed to guide you through the key aspects of the Dissertation Process from Year 1 through Year 3.

(Please note that the progress you make will be an independent initiative; therefore, it will differ per student.)

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

Year 1

Note: *These tasks are to be done on your own time in conjunction with your registered DBA courses*

- Complete the Dissertation Onboarding Program in GAP.
 - Send [Dissertation Onboarding Completion Form](#) to dissertationdept@westcliff.edu.
- Identify your topic, read 40-50 articles on topic, develop your abstract of study. (Consider creating a [Mendeley](#) account.)
- Select your preferences for Dissertation Chair in your first RES course.
- Write the [Prospectus](#).
 - Upon Chair approval, submit the [Prospectus Completion Form](#) to dissertationdept@westcliff.edu. (*necessary to gain college approval*)

Year 2

Note: *These tasks are to be done on your own time in conjunction with your registered DBA courses*

- Set a [Progress Plan](#) with your Chair to agree upon goals for the progression of your dissertation throughout the initial four core courses of Year 2.
- Finalize the [Proposal](#) (could flow into Year 3).
 - Upon Chair approval, submit the [Proposal Completion Form](#) to dissertationdept@westcliff.edu.
 - Revise your Proposal based on feedback that your Chair will have requested from the two Committee Members you will have been matched with by the Dissertation Coordinator.
- After your Chair has approved of the revised Proposal, email the signed [Preliminary Defense Readiness Form](#) to dissertationdept@westcliff.edu in order for your Preliminary Defense Date to be scheduled by the Dissertation Department.

Year 3

In Year 3, you will be placed into a Dissertation Block in GAP that will guide you along the necessary steps as you continue to work on your dissertation with your Chair. Please be aware that you may have to upload documentation in GAP to track your progress, as well as send email confirmation to the Dissertation Department at different checkpoints in order to signal to the department when it is time to provide you pertinent information regarding next steps for moving forward.

- Successfully defend the [Preliminary Defense](#).
 - Upon successful defense, submit the [Preliminary Defense Completion Form](#) to dissertationdept@westcliff.edu.
- Review the guidelines for the IRB application process that will be sent to you by the Dissertation Department upon receipt of all signatures and approvals.
- Submit an [IRB application](#) and be approved **prior** to the collection of data.
- Complete Chapters 1-5.
 - To verify readiness of references, upload your dissertation to [Reciteworks](#). (There **should not** be any inconsistencies by the time your dissertation is submitted to the Formatting Committee upon completion of the Final Defense. They will run this check for verification as well).
 - For help regarding how and why to use Reciteworks, please see this [tutorial](#).
 - Receive Chair approval for Chapters 1-5 so that your dissertation can be emailed by your Chair to the two Committee Members who will review it and provide asynchronous feedback.
 - Complete any necessary revisions based on feedback from the Committee Members.
- After your Chair has approved of your revisions, submit the [Final Defense Readiness Form](#) to dissertationdept@westcliff.edu in order for the Dissertation Department to set a date for the Final Defense.
- Successfully execute your Final Defense.
 - Upon a successful Final Defense, email the [Final Defense Completion Form](#) to dissertationdept@westcliff.edu, which will initiate the final review by the Formatting Committee.
- Upon making necessary revisions and receiving approval from your Chair, provide documentation upon receipt of a request from the Dissertation Department. This will be submitted on your behalf to the Library and Registrar. (Upon receipt, Registrar will notify you of your graduation status.)

*****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.*****