

Ed.D. DISSERTATION DEFENSE (D2) | 2022-2023 Timeline & Deadlines

Approved by Ed.D. Program Committee: September 2021

In consultation with the Academic Coordinator, Committee Chairs may alter some of these deadlines.

Academic Coordinator: Jennifer Gallagher j.gallagher@wsu.edu		Defending	DUE	Student Deadline
1	Notice of intent to defend <input type="checkbox"/> Contact your Chair to discuss this timeline and your preparedness to submit a nearly final draft (as determined by your Chair) by the deadline below. <input type="checkbox"/> Notify Jennifer Gallagher, your Academic Coordinator (see above). <input type="checkbox"/> Register for 2 cr. of ED_AD 800 in semester in which you will defend, OR for the remaining credits <i>required to fulfill your Program of Study</i> .	Fall 2022	5/16/2022	
		Spring 2023	10/3/2022	
2	Pre-Format check -- REQUIRED <input type="checkbox"/> Submit a draft of your dissertation to the <i>Office of Graduate Studies</i> for a "Pre-Format Check" at: gradstudies@wsu.edu AND copy Jennifer G. on the email at: j.gallagher@wsu.edu <ul style="list-style-type: none"> Chapters and sections do not need to be <i>complete</i>, but enough content from each section (including title page, abstract, figures, tables, etc.) must be included to ensure formatting requirements are being followed. 	Fall 2022	8/8/2022	
		Spring 2023	12/12/2022	
3	Nearly final draft to your Chair and committee <ul style="list-style-type: none"> Send a nearly final draft of your dissertation to your Chair and committee members for their final review. 	Fall 2022	8/22/2022	
		Spring 2023	1/9/2022	
4	Approval to defend (or not). If not approved by this date, you might not be able to defend this semester. <input type="checkbox"/> Confirm with your Chair and committee that you are approved to schedule your defense. <input type="checkbox"/> Begin final edits as requested by Chair and committee. <input type="checkbox"/> If possible, incorporate changes indicated in the Pre-Format Check. <input type="checkbox"/> Request a " <i>D-2 Meeting Information Form</i> " from Jennifer G. <input type="checkbox"/> Begin discussion with Chair and Committee members to finalize date and time of defense (see Defense Window dates below).	Fall 2022	9/12/2022	
		Spring 2023	2/6/2023	
5	Apply to Graduate and pay the required fee <ul style="list-style-type: none"> Information and instructions can be found here: https://gradschool.wsu.edu/graduation-application/ 	Fall 2022	9/12/2022	
		Spring 2023	2/6/2023	
6	Official Format Check - Upload dissertation to ProQuest <input type="checkbox"/> First: incorporate changes identified in the Pre-Format Check, then upload dissertation to: http://www.dissertations.wsu.edu/ (change tab to "dissertations"). <ul style="list-style-type: none"> You will receive an official formatting checklist of corrections to be made before uploading to ProQuest a final time <i>after</i> your defense. <input type="checkbox"/> Notify Jennifer G. when your dissertation has been uploaded.	Fall 2022	9/19/2022	
		Spring 2023	2/20/2023	
7	Set dissertation defense (D-2) date and time <input type="checkbox"/> Send your completed " <i>D-2 Meeting Information Form</i> " with your relevant information to Jennifer G. <input type="checkbox"/> Forward your IRB Approval/Waiver/Exemption email to Jennifer G. <ul style="list-style-type: none"> Expect to receive a Scheduling Form requiring your signature within the week of submitting the form above. 	Fall 2022	9/19/2022	
		Spring 2023	2/20/2023	
8	Sign and Return Dissertation Defense Scheduling Form <input type="checkbox"/> Jennifer G. will send you the D-2 Scheduling Form which you will need to sign, scan, and return promptly upon receipt. <input type="checkbox"/> Send your Title Page and Abstract in Word format to: gradstudies@wsu.edu	Fall 2022	9/26/2022	
		Spring 2023	2/27/2023	
9	Defense window <ul style="list-style-type: none"> Must occur between 8:00am – 5:00pm, Monday – Friday. 	Fall 2022	Oct. 24 – Nov. 18	
		Spring 2023	March 27 – April 21	