

School Improvement Dissertation Checklist

Pre-Proposal Stage

- Y Write proposal (chapters 1-3) with committee
- Y Ensure proposal meets program guidelines according to the [EDSI PROPOSAL RUBRIC](#)
- Y Submit proposal to TurnItIn via cohort CourseDen site and send copy of report to chair with final proposal draft
- Y Have chair review proposal and authorize submission to Tk20
- Y [SUBMIT PROPOSAL TO TK20 FOR EXTERNAL REVIEW](#) (A score of 3.0 must be achieved for passing the external review process) - they require two weeks to review proposals
- Y If score is below 3.0 - Revise proposal and email to Program Director (only one additional submission is permitted – two failed attempts results in dismissal from program)
- Y If score is below 3.0 for the second submission, student will be dismissed from the program
- Y If score is above 3.0 – Revise proposal and submit changes to chair and proceed to Proposal Stage

Proposal Stage

- Y Work with chair to schedule proposal defense
- Y Allow committee a minimum of two weeks to review proposal
- Y Attend proposal defense with committee
- Y If successful proposal defense – [SUBMIT DISSERTATION PROPOSAL APPROVAL FORM](#) to EDSI and proceed to Post-Proposal/Dissertation Stage
- Y If unsuccessful proposal defense – have discussion with chair about topic and progress

Post- Proposal Stage/Dissertation Stage

- Y Draft IRB for chair to review
- Y Chair will submit IRB to UWG IRB
- Y Once IRB approval is received, begin data collection and/or analysis
- Y Write chapters 4-5 with committee
- Y Ensure proposal meets program guidelines according to the [EDSI DISSERTATION RUBRIC](#)
- Y Submit dissertation to TurnItIn via cohort CourseDen site and send copy of report to chair with final dissertation for defense
- Y Have chair review entire dissertation and authorize submission to entire committee
- Y [SUBMIT GRADUATION PAPERWORK](#)
- Y Work with chair to schedule dissertation defense
- Y Allow committee a minimum of 3 weeks to review dissertation
- Y Attend dissertation defense with committee
- Y If successful dissertation defense – [SUBMIT THESIS & DISSERTATION DEFENSE RESULTS FORM](#) to EDSI and proceed to Post-Dissertation Stage
- Y If unsuccessful dissertation defense – discussion with chair about progress

Post-Dissertation Stage

- Y Submit [FORMAT REVIEW FORM](#) (last page of document) to edreview@westga.edu for a final format check of content pages to adhere to UWG style requirements
- Y Submit Dissertation to [ProQuest](#)
- Y Make required revisions from ProQuest review if needed
- Y **GRADUATION**