NOVA SOUTHEASTERN UNIVERSITY
DEPARTMENT OF CONFLICT RESOLUTION STUDIES
DISSERTATION PROCESS CHECKLIST

Student Name:_______________________________________________
Work Phone:____________________________Cell:_______________________Home:________________
Email:___________________________    ______________________________
Working Title:__________________________________________________________________________________

DISSERTATION PROCESS CHECKLIST

I.  Step One: Selection of Dissertation Chair and Committee Members & Enrollment into Dissertation Courses
Dissertation Term 1 CARD 7901 course; Timeline: 3 to 4 months

☐ Enroll into CARD 7901, the Dissertation Preparation course

☐ Selection of Dissertation Chair
  o An original copy of the Dissertation Chair Form must be signed and dated by the Dissertation Chair; it must then be turned into the DCRS Administrative Assistant to be eligible for enrollment into the CARD 7900 course.
  o Should you elect to change Dissertation Chairs, permission must be first acquired from your current Chair; then, have the old and new Chairs sign and date the form entitled, ‘Request to Change Dissertation Committee Chair/Member’.

☐ Selection of Dissertation Committee
  o An original copy of the Dissertation Committee Form must be signed, dated by the Chair and Committee Members within 6 months from the start of enrollment into the CARD 7901 course.
  o The Dissertation Committee Form must then be turned into the DCRS Administrative Assistant, within 6 months of enrollment in the dissertation courses.

☐ Work with your Dissertation Chair and Committee to develop your proposal and dissertation writing process, including setting timelines and deadlines for critical tasks.

☐ After completing CARD 7901, enroll into CARD 7900, the Dissertation Course.
  o Students who have completed CARD 7901 with a ‘Pass’, may contact the DCRS Administrative Assistant with the signed Dissertation Chair Form.
  o Enroll into CARD 7900 under your Chair’s appropriate CRN number.

II.  Step Two: Development and Writing of the Dissertation Proposal
Dissertation Term 1 and 2, CARD 7901/7900: Timeline: 3 to 6 months

☐ Gather data for literature review (at least 10-20 articles per week)
  o Start formulating a research problem and questions

☐ Begin review of literature
Categorize literature and create outline

Compile literature review into a narrative
- Develop a workable research purpose
- Finalize research questions, objectives and/or hypotheses

Meet with committee members to discuss progress of proposal

Complete literature review
- Determine methodology

Compose draft proposal

Submit to committee

Refine proposal

Submit finalized proposal to committee

Await sign-off from committee
- Make necessary changes

Schedule and defend proposal
- Bring the Proposal Defense Form with you to the defense for appropriate evaluations and signatures.

Complete or renew CITI training.

Develop the Institutional Review Board (IRB) profile and proposal if you are doing research with human subjects.

III. Step Three: Development, Writing, and Defense of Dissertation

Timeline Varies Depending on the Study and Process—Work on a Schedule with Chair

Categorize literature and create outline
- Give yourself at least 3 to 6 months to extend your review of the literature for the larger work of the dissertation; depending on the study, the literature review may take longer.
- Use the time to refine the statement of the problem, research purpose and questions.

Collecting and analyzing data (duration of data gathering and analysis varies for quantitative/qualitative/meta-analyses, etc…)

Chapter 1: Write the Statement of the Problem, Research Purpose and Questions.

Chapter 2: Expand the review of the literature

Chapter 3: Expand the review of the literature on the methodology; refine the methodology.

Chapter 4: Start data analysis and presentation

Chapter 5: Discussion and Implications of the Study

Submit to committee
Timeline for feedback varies; however, allow at least 2 to 3 weeks for review of dissertation.

Refine dissertation

IV. IRB Notifications

If you have concluded research with human subjects and data analysis, with the permission of your chair you will need to file the appropriate IRB closing report

V. Step Four: Final Defense of the Dissertation

Timeline Varies Depending on the Study and Process—Work on a Schedule with Chair

Submit finalized dissertation to committee

Await sign-off from committee

Schedule the defense

Defend the dissertation

Submit completed dissertation for formatting check to Doctoral Director/DCRS Graduate Assistant.

Final touches

VI. Post-Defense Responsibilities: Binding of Dissertation

Secure the signature of the committee members on dissertation signature forms prior to sending the books to the publisher for binding.

Submission of bound dissertations: Submit 1 bound dissertations to DCRS’s Administrative Assistant. It will be distributed to the following:

Final touches

Highly recommended: Plan on saving about $1000 for copy editing sessions and binding dissertations.

Highly recommended: Work with a copy editor to finalize APA formatting.

Be sure to include the signed, signature pages with final manuscript sent to the printers.
- Register dissertation with University Microfilms International (UMI). Registration of your dissertation to the UMI service will be part of graduation requirements. There is a fee associated with the service. Contact DCRS for details on how to register.

- Work on publications from Dissertation.

- **Keep in touch and let us know of any professional achievements or job placements.**

NOTES: