



Educational Leadership Doctoral Program

Note: The following steps and other attachments are to guide you through the last requirements for you to complete your EDD program. Consult the Educational Leadership Doctoral Program email from the EdD Program Manager to ensure you are meeting deadlines associated with defending, completing, and submitting your dissertation, as well as deadlines regarding graduation and commencement participation.

Steps to Submitting your Dissertation

1. Please send the EdD Program Manager a **one page pdf signature page**. Please be sure that the format is correct according to the dimensions and other guidelines given to you (find a copy [here](#) on our website, see Attachment B). It will be submitted to the Graduate School by the EdD Program Manager and will be added to your final electronic version of your dissertation by the Graduate School Office.
2. After your dissertation, your committee might have given you a list of things you need to address in your edit. You and your chair should also complete and sign the **Dissertation Submission Checklist** (see Attachment D, electronic version available on [website](#)) and email to the EdD Program Manager. Please make those changes and submit this version into the organizational Blackboard site- *EdD Dissertation Review Site*. Submit your dissertation through SafeAssign and upload Word document of dissertation for the EdD Program Director to review. Do not send your document to the Graduate School until the EdD Program Director gives you permission after the final review.
3. Your dissertation chair then will complete the Graduate School **Comprehensive Exam/Capstone Completion Form** online. It can be found on TopNet (see Attachment C). Follow up with your chair to confirm the form has been submitted before the deadline.
4. After all edits have been completed and you have received permission from the EdD Program Director, email copy of your dissertation to graduate.school@wku.edu.
5. Complete the copyright permission form [here](#).
6. In order for the Graduate School to process your dissertation, you must be currently enrolled in EDLD 799 Dissertation Research or EDLD 800 Maintaining Matriculation at WKU in the semester graduating.

A word of caution: You will be contacted by various entities stating their desire to publish your work (see Attachment E for a sample of what you can expect). While it is certainly understandable that you would want your efforts available to the public, use caution and confirm the company's legitimacy.

Steps to Graduation, Ordering Regalia, and Commencement Participation

1. Apply for Graduation

The semester prior to your expected graduation, you will receive an email directing you to complete the **Application for Graduation**. The application and current fees for graduation are listed [here](#).

2. Order the Special Regalia Designed for WKU Doctoral Students

Students must rent or buy their regalia through the WKU Store (270-745-2466) to ensure proper regalia is worn during commencement. The fee students pay when they apply for graduation includes the purchase of the doctoral hood and rental of the gown and tam. If you would like to purchase the doctoral gown and tam, contact the WKU Store about the timeline necessary for fitting and ordering.

3. Schedule and Successfully Defend your Dissertation

All defenses must be scheduled through the EdD Program Manager in the EdD Office. Professional editing must be completed **before** scheduling of defense. Completed professional editing means you have received your edits/suggestions from a professional editor, made the changes, and submitted the new version to your committee for approval in order to move forward. **All defenses must be scheduled through our office in order to move forward in the process.** The EdD Program Director and the SLPS Department Head will either be a reader or presider in all student dissertations and their schedules must be consulted prior to finalizing defense date. They both must receive copy of your professionally edited dissertation at least 3 weeks prior to your defense date. Failure to do any of the above will postpone your defense date and possibly your graduation date.

4. Await Final Approval from the Graduate School Regarding Graduation

Upon receiving your reviewed and finalized version of your dissertation, the Graduate School will review your files to confirm all documents have been submitted and you have successfully met the criteria of your program.

Important Note: Although we do not anticipate that students who comply with all the steps explained above will be delayed in graduating, it is still within the Graduate School Dean's discretion to delay your graduation date. However, with rare exceptions, you should still be able to participate in commencement.

2 inches

TITLE, ALL CAPS, CENTERED

All measurements are from top edge of paper.

4 inches

A Dissertation
Presented to
The Faculty of the Department of Educational Administration, Leadership and Research
Western Kentucky University
Bowling Green, Kentucky

7 inches

In Partial Fulfillment
Of the Requirements for the Degree
Doctor of Education

9 inches

By
Complete Name
Month Year

1 inch

TITLE, ALL CAPS, CENTERED

4 inches

All measurements are from the edge of paper.

4.25 inches

Date Recommended _____

1 inch

9.5 inches

John Doe, Director of Thesis

1.5 inches

Assoc. Provost, Rsrch & Grad Edu Date

DISSERTATION SUBMISSION CHECKLIST

(To be completed and submitted to the Director of the Educational Leadership Doctoral Program along with the dissertation)

STUDENT NAME _____ WKU ID _____

For each statement below, check the box to the right if you have completed it.	<input checked="" type="checkbox"/> if "Yes"
1. I have used <i>Word's</i> "Spelling & Grammar" feature to review and correct all mechanical /grammatical errors in the text.*	<input type="checkbox"/>
2. I have verified that all citations appearing in the <i>References</i> section appear in the text and all citations appearing in the text appear in the <i>References</i> section.	<input type="checkbox"/>
3. I have conducted a final review of my paper to verify that the spelling of authors' names and citation years are consistent within the text and in the <i>References</i> section.	<input type="checkbox"/>
4. I have reviewed the text to ensure all references with 3 or more authors include all names (or follow APA guidelines) for the first citation and include "et al." thereafter.	<input type="checkbox"/>
5. I have reviewed the current <i>APA Publication Manual</i> and to the best of my ability completed each citation in the <i>References</i> section according to its guidelines.	<input type="checkbox"/>
6. I have verified that all mandatory sections of the document (e.g., title page, signed signature page, table of contents, abstract, etc.) are present and appear in the correct order.	<input type="checkbox"/>
7. I have verified that the document font is correct (Times New Roman, Arial, or Courier), margins meet guidelines, (Left, 1.5 in; Top, Bottom, Right, 1.0 in), and layout of standardized pages (e.g. title, abstract) is correct.	<input type="checkbox"/>
8. I have verified that Roman and Arabic numerals appear on the appropriate pages and numerals appear at the bottom center of each appropriate page.	<input type="checkbox"/>
9. I have verified that all page numbers listed on the <i>Table of Contents</i> and other " <i>List of ...</i> " pages are correct.	<input type="checkbox"/>
10. I have verified that the Degree, Department, and Date of Graduation on the title page are correct.	<input type="checkbox"/>
11. I have verified that all boilerplate language (e.g. title page, abstract headings) and section headings are spelled correctly.	<input type="checkbox"/>
12. I have verified that the title appears on the title page, signature page, and abstract page in all CAPITALS and identically on each page.	<input type="checkbox"/>
13. I have de-identified all subjects and/or data collection sites in compliance with the confidentiality requirements approved in my IRB application.	<input type="checkbox"/>
14. I affirm that this paper is based on my own work /ideas and any ideas I have borrowed from others have been properly cited in the text and <i>References</i> section.	<input type="checkbox"/>
15. I have submitted this paper to SafeAssign (via <i>WKU Blackboard – your last EDLD 799 enrollment</i>). ^{**}	<input type="checkbox"/>
By my signature, I attest that I have completed each of the above items.	
Student Signature _____ Date _____	
To the best of my knowledge, the student has completed each of the above items.	
Chair Signature _____ Date _____	

*Note: When using this feature, be sure that the "check grammar" box is activated.

[†]List of Figures, List of Tables, List of Illustrations^{**}Note: The director will review the SafeAssign report and contact the student and chair if results are problematic.



Comprehensive Exam/Capstone Completion

The Comprehensive Exam/Capstone Completion form can be found on TopNet under the “*Advisors & Student Data Inquiry*” tab. The online form must be submitted by the chair via TopNet *no later than the same day final grades are due in the Registrar’s Office at the end of the semester*. The dates can be found on the academic calendar: http://www.wku.edu/registrar/academic_calendars/

To access the form on TopNet, the Chair should log in to TopNet and then select:

- *Advisors & Student Data Inquiry*>
- *Graduate Matriculation Forms*>
- *Comprehensive Exam/Capstone Completion*>
- *Select term*>
- *Select student’s name from drop down list.*

Next, the date that the capstone requirement was completed should be entered. After that, the form should be submitted online.

Please feel free to contact April Schleig (april.schleig@wku.edu) if you have questions or need additional assistance.

Thank you.

A FINAL CAUTION: BEWARE OF "VANITY PRESS" SOLICITATIONS

A commendable desire of students who have completed the dissertation process is to see their work published. Unfortunately, there are many predatory book and journal publishers who feed on this desire. Through regular mail or e-mail, they will offer, usually at a nominal charge, to publish all or part of your dissertation results. Below is but one example you might receive: Dear

This is *Journal of XXXXXX* (ISSN XXXX-XXXX), a professional journal sponsored by American Sino-US Association of Entrepreneurs, and published across the United States by XXXXXX Publishing Company, USA.

Nice to find your paper at the XXXXXX Conference. We have learned about your paper, "*Paper Title*". If it has been not published in any other journal or you have some new papers, we are very interested in your paper and would like to publish your paper in the *Journal ofXXX XXX*. If you have the idea of making our journal a vehicle for your research interests, please send electronic version of your papers or books to us through email attachment in MS word format.

Hope to keep in touch by email and can publish some papers from you and your friends in USA. As an American academic publishing group, we wish to become your friends if necessary. If you are interested in our journal, we also want to invite some people to be our reviewers or become our editorial board members. You can send your CV to us. Expect to get your reply soon.

Best Regards,

XXXXXX

Editorial Office

JournalofXXXXXX

XXXXXX Publishing Company

Again, it is commendable for you to want to publish your results. If you should decide to do so, please communicate with your dissertation chair, who should be able to guide you through the process of selecting and submitting *a condensed version* of your dissertation (e.g., as a journal article or book chapter) to a legitimate, scholarly publishing venue. Reputable academic publishing companies should not be asking you to pay in order to have your work published.