

# School Improvement Dissertation Checklist

## Pre-Proposal Stage

- Write proposal (chapters 1-3) with committee during Dissertation Mentoring courses
- Ensure proposal meets program guidelines according to the [EDSI PROPOSAL RUBRIC](#)
- Submit proposal to TurnItIn via cohort CourseDen site and send copy of report to chair with final proposal draft
- Have chair review proposal and authorize submission to Tk20
- [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
- If score is below 3.0 - Revise proposal and resubmit to Tk20 (only one additional submission is permitted – two failed attempts results in dismissal from program)
- If score is below 3.0 for the second submission, student will be dismissed from the program
- If score is above 3.0 – Revise proposal and submit changes to chair and proceed to Proposal Stage

## Proposal Stage

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

## Post- Proposal Stage/Dissertation Stage

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

## Post-Dissertation Stage

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