

## School Improvement Dissertation Checklist

### Pre-Proposal Stage

- € Write proposal (chapters 1-3) with committee during Dissertation Mentoring courses
- € 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 (**only for Cohort 15 and above**)
- € Submit proposal to Tk20 (A score of 3.0 must be achieved for passing the external review process)
- € Email Dr. Mary Alice Varga through Tk20's Share function to let her know your proposal has been submitted to Tk20 so she can inform reviewers – 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 2 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

- € Email dissertation to [edreview@westga.edu](mailto:edreview@westga.edu) with [FORMAT REVIEW FORM](#)
- € Submit Dissertation to ProQuest
- € Make required revisions from ProQuest review if needed
- € **GRADUATION**