FLOW OF ACTIVITIES FROM COURSE WORK TO GRADUATION

PROGRAM IN EDUCATIONAL LEADERSHIP
COLLEGE OF EDUCATION AND HUMAN SERVICES
UNIVERSITY OF NORTH FLORIDA
FLOW OF ACTIVITIES FROM COURSE WORK TO GRADUATION

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Here is the breakdown of all the requirements from coursework to graduation. They have been consciously organized into steps to make it easier for you to follow. Care has been taken to ensure that all the required forms and links are referred to in this document. Please read through carefully so that you will know what is required of you.

**Step 1: Course work- Planned Course Sequence of Cohort**

The program has a three year course sequence. Each semester is two courses (six credits) that are prescribed for the students in the cohort and it is critical for the student to take the course when it is offered with the cohort since there will be no other opportunity to take the course except the following year with another cohort. A student can choose to add a cognate course at any time to the two prescribed courses. Each student is encouraged within the first semester to declare an area of specialization or a thematic area that will serve as the focus of the cognate. He/she is expected to make contacts with the departments and programs offering these thematic areas or discipline specific courses and personalize the sequence of courses that will be used to satisfy the cognate requirement. Below is a typical rotation of courses across the three year span of coursework. This is in no way set in stone; courses may be shifted around due to faculty exigencies. Please note that courses are scheduled for summer so students should plan with that in mind to ensure that they are available to take courses.

Note: The planned course sequence may change because of budget and staffing constraints. Students will be notified if a change occurs.

Apart from the Cognate courses that are determined by the academic programs you select from all our core courses below are either offered on Thursdays from 6:00-8:45 PM and/or on Saturdays from 9:00-4:00PM

**Fall Year 1**
- EDA 7190 Leadership I: The Evolving Idea of the Instructional Leader (3 credits)
- EDA 7420 Foundations of Educational Research in Leadership (3 credits)

**Spring Year 1**
- EDA 7192 Leadership II: Group/Team Context (3 credits)
- EDF 7635 Cultural and Social Foundations of Education (3 credits)

**Summer Year 1**
- EDA 7262 Leadership III: Organizational Theory & Design (3 credits)
- EDA7990- Writing for Scholarship (this satisfies one of your cognates) (3 credits)( serves as Cognate #1)
- COGNATE COURSE #2 (Students may take a cognate course in any semester.)

**Fall Year 2**
- EDA 7193 Leadership IV: Leadership Change(3 credits)
- EDF 7215 Psycho-Social Aspects of Learning and Instruction (3 credits)

**Spring Year 2**
- EDA 7410 Research in Educational Leadership: Qualitative Methods (3 credits)
- EDA 7400 Research in Educational Leadership – Quantitative Methods (3 credits)

**Summer Year 2**
- EDF 7545 Philosophy of Education (3 credits)
- EDA 7194 Leadership V: Seminar, Educational Policy (3 credits)

**Fall Year 3**
- EDA 7979 Research Seminar in Educational Leadership (3 credits)
- COGNATE COURSE #2 (Students may take a cognate course in any semester.)

**Spring Year 3**
- EDA 7421 Inquiry into Research in Educational Leadership (1 credit)
- EDA 7945 Practicum: Leadership Assessment & Development (3 credits)
- COGNATE COURSE #3 (Cognate courses may be taken as scheduled or any semester the students chooses).

**Summer Year 3**
- COGNATE COURSE #4 (Students may take a cognate course in any semester.)
- Comprehensive Examination Preparation Seminars Continue

**Fall Year 4**
- Comprehensive Examination (Students register for up to 6 dissertation credits but a minimum of 3 credits of EDA 7980 Doctoral Dissertation Research with the chair of your comprehensive committee. Students who do not pass the qualifying examination cannot apply the credits registered for comprehensive examination to the requirement for the completion of the 24 hours dissertation credits.

Here is the process for registering for dissertation hours. You are expected to send an email to your chair and ask permission to register for specific credit hours and make sure you copy Judy and Michele. Your chair will then reply to that email authorizing Judy or Michele to clear you for registration. You will then receive an email from Michele or Judy informing you of the details to use for registration. Here are the contact information for Judy Chacinski (j.chacinski@unf.edu) and Michele Verkerk (m.verkerk@unf.edu).

**Spring Year 4 - To Completion**
- EDA 7980 Doctoral Dissertation Research (Group Class)
Note: Students are required to be continuously enrolled in dissertation, but enrollment during summer terms is not required. Failure to maintain satisfactory performance and continuous enrollment will lead to Administrative Dismissal from the program (see relevant sections of Policy and Procedures Manual).

Proposed Actions and Accomplishments with Dissertation Hours Registration

- Begin dissertation hours 6-9 credits: [Writing the Dissertation](http://www.unf.edu/graduateschool/student_resources/thesis_step_two.aspx)

Since students will be registering for a minimum of three credits and a maximum of six in the fall of the fourth year in order to take comprehensive examinations, it is hoped that they would have all began some initial work towards their proposals and dissertations. One of the outcomes of the 1 credit spring course in EDA 7421 Inquiry: Research in Educational Leadership is the completion of the “Pre-proposal Document.” It is therefore the expectation that students will continue expanding on the ideas and firming them after a successful defense of the comprehensive exams and advancement to candidacy. Thus, by the time students register for between 6-9 credits of dissertation hours we expect some of the following to be emerging:
  
  o Develop the initial sections of a proposal that include: clarifying the question, prepare the background contextualization a concise statement of the issue/question, concept, problem statement, and the rationale or purpose of the proposed research; raise research questions
  o Develop the key terms and operational definitions, research questions, hypotheses;
  o Write chapter 1, evaluate with Chair
  o Research the background of the selected topic so that findings can be evaluated in the context of the wider body of knowledge and practice
  o Critically evaluate prior research that serves as a foundation for the proposed research
  o Conduct a review of literature and information sources related to the proposed research
  o Complete a theoretical framework and or conceptual framework including a graphic model
  o Compile a reference list related to the proposed research.

- Between 9-12 credits of dissertation hours
  o Complete the literature review
  o Write up the methods section and related data collection instruments/protocols
  o Defend proposal
  o Begin preparation for IRB
**Note any student who has not defended a dissertation proposal after registering for 12 dissertation hours may be in danger of administrative dismissal.**

*Familiarization with the IRB training modules as well as the necessary protocols for submitting the IRB documentation is encouraged and suggested as early as possible in the course of the journey of the doctoral student. It therefore needs not to wait until this time, but certainly during this phase the student cannot afford to not accomplish these tasks associated with the IRB.*

- **Between 12-15 credits of dissertation hours**
  - Make proposal revisions as required by the committee
  - Complete IRB protocols and submit for approval
  - Move on to field research stage for data gathering upon IRB approval
  - Complete field research

- **Between 15-18 credits of dissertation hours**
  - Data treatment, transcriptions and organization of data, coding and reduction processes
  - Begin data analysis
  - Begin writing up, data analysis
  - Report, evaluate, and analyze research

- **Between 18-21 credits of dissertation hours**
  - Complete dissertation draft
  - First set of submissions
  - Submit to committee chair and methodologist for review (there could be multiple levels of submissions here with back and forth feedback and corrections between chair and methodologist).

- **Between 21-24 credits of dissertation hours**
  - Second set of submissions
  - Submit a cleaned up, corrected and well edited version of dissertation to the chair
  - Upon approval submit copies to dissertation committee members
  - Allow minimum of two weeks for committee members to read and begin to set up arrangements for final dissertation defense
  - Prepare for dissertation defense, prepare PowerPoint, Prezi, or any other form of presentation for a maximum of 20 minutes presentation at the start of the oral defense

- **Coursework and dissertation completion is to take no longer than 8 years.**
Checklist

- Declared an area of specialization or thematic area that will serve as the focus of the cognate.
- Made contacts with the departments and their programs offering the thematic area.
- Selected discipline specific courses and personalize the sequence of courses that will satisfy the cognate requirement.
- Planned for summer courses to ensure that students are available to take courses.
- Sent an email to your chair and asked permission to register.
Step 2: Comprehensive Examination

The Comprehensive Examination is administered under the oversight of the Doctoral Program Director. The written examination is administered once a year in the fall semester at the beginning of the fourth year of the cohort.

The Comprehensive Examination consists of two parts. The first is a written segment and the second is an oral portion anticipated to take no more than two hours. The written examination consists of questions designed to assess mastery of course work in the student's program of study and the student's ability to integrate knowledge from all work in the program. The oral examination provides opportunity for the student to demonstrate mastery of doctoral level course content as well as to elaborate on written responses. Students must successfully complete both before advancing to candidacy.

The written portion will have two levels. Level one will be the sit-in examinations on the Leadership Strand. Students will have a maximum of six hours for one day in which to complete the written examination. Students are expected to complete the examination by microcomputer/word processing. Detailed procedures will be made available to students by the Program Director.

The second level is the take home portion covering research, cognate and foundations. It will be administered through Blackboard. Students will answer only one question each from the three categories. That is to say ONE QUESTION in research either quantitative or qualitative, ONE QUESTION in the cognate and ONE QUESTION in foundations.

Students will be required to sign in to Blackboard for the course that will be specifically set up for the comprehensive examinations by the Program Director and follow the instructions to retrieve their questions. Students should make sure that they thoroughly edit their own work and ensure all in-text citations are acknowledged in their reference section. They should then turn in their work into safe assign as a draft to check for plagiarism, make the necessary corrections, and submit again into safe assign as the final submission. Please ensure that you are familiar with the process of using the safe assign feature on Blackboard.

Students must schedule the oral examination with the Comprehensive Examinations within two weeks after receiving official notification of their performance on the written examination. The Chair of the Comprehensive Examinations Committee will notify the Doctoral Program Director of the scheduled oral examination date. The oral examination may concern written examination questions, related topics, educational issues or course work and may include questions related to the student's proposed research topic. The oral defense should be scheduled for a maximum of two hours.
Comprehensive Examination Committee

Membership of the comprehensive committee should be made up of three faculty members. One member from the leadership program and two other faculty members closely associated with the course work of the student. One of these faculty members will serve as the chair of the Comprehensive Examination Committee who will direct the procedures associated with the comprehensive examinations as stated in Step 2. The Comprehensive Examinations Committee will be deemed dissolved upon the completion of the comprehensive examinations. The student can reappoint all of the members or make changes as desired for the Dissertation Committee, which must be declared before the pre-proposal meeting, and the appropriate Graduate School forms completed and submitted for approval.

Checklist

- Completed the examination by microcomputer/word processing
- Made sure to thoroughly edit their own work and ensure all in-text citations are acknowledged in the reference section.
- Turned work into safe assign as a draft to check for plagiarism.
- Made necessary corrections and re-submitted into safe assign as the final submission.
- Scheduled the oral exam with the Comprehensive Exam within two weeks after receiving official notification of their performance on the written exam.
- Scheduled oral defense for a maximum of two hours.
Step 3: Pre-proposal Meeting

Dissertation Committee Membership

Membership of the dissertation committee should be in accordance with the policy and procedures manual of the doctoral program.

- The dissertation committee’s membership should reflect a balance of research experience, content expertise, and methodological expertise.
- There must be a designated chair, methodologist, content expert, and an external member who should be from outside the College of Education and Human Services. One person may play multiple roles.
- Students may desire an external mentor who has been actively involved with their research to serve on their dissertation committee. Selection of an external mentor should be discussed with the Dissertation Chair. Outside mentors should have recognized expertise or leadership in the content of the research project.
- Each committee shall consist of minimum of four faculty members, one of whom serves as Chair of the Committee or two may serve as co-chairs. The Chairperson and the Committee will be responsible for guiding the student during the dissertation process.

A pre-proposal meeting for all students must be held in-between passing comprehensive examinations and defending the full proposal. The meeting shall last for a maximum of two hours. The following should characterize the meeting:

a) The pre-proposal meeting should have all members of the committee present including the outside member,

b) The pre-proposal meeting should essentially provide comprehensive feedback and input to guide the student in writing the proposal and therefore, no grade is awarded at this meeting.

c) There is a document titled the “Pre-proposal Document” on file that students could use if chairs choose to do so. This document is considered a guiding document for chairs and students,

d) If chairs choose not to use the “Pre-proposal Document”, they must develop relevant outlines as alternative guidelines for students to use in putting together their thoughts on the dissertation topic under consideration in a manner that will assist committee members to provide substantial feedback,

e) All committee members must participate in the pre-proposal session and should be afforded the opportunity to receive a written document to read from the student no later than two weeks before the face to face scheduled pre-proposal session,

f) No student will progress to the full dissertation proposal stage without participating in the pre-proposal session,

g) A sign-off sheet has been developed for all committee members to sign after the feedback session. It must be handed over to the Office Manager of the LSCSM department after the meeting.
The student shall be given a chance at the beginning of the pre-proposal session to provide a maximum of 10 minutes of the proposed work orally without the use a PowerPoint, Prezi, or any other presentation tool.

**Checklist**

- Pre-proposal meeting held in-between passing comprehensive exam and defending the full proposal.
Step 4: The Proposal


Upon successful completion of comprehensive examination and advancement to candidacy, a Dissertation Committee Membership Form must be submitted to the Graduate School. The form should be downloaded, completed, and submitted to the Graduate School either electronically as a PDF file to graduateschool@unf.edu or as a hardcopy to the Graduate School’s office. The form must be signed by the student, committee chair, graduate program director, and department chair.

- If your committee changes, you must submit a change form to the Graduate School.
- If a non-graduate faculty member will be on your dissertation committee, your department must complete a Request for Non-Graduate Faculty Thesis/Dissertation Committee Member and include a copy of the person's CV or resume. Click here to find out if your committee member is a graduate faculty member.
- If you would like to have an external committee member, you will need to submit the Request for External Thesis/Dissertation Committee Member form and include a copy of the person's CV or resume.

These forms should be submitted to the Graduate School with your Dissertation Committee Membership Form. The Dissertation Committee Membership Form is due to the Graduate School a minimum of one month before a planned oral proposal defense meeting is held. The updated committee forms can be found here:


Proposal Outline and Defense

The student shall adopt the dissertation proposal outline specified by the Educational Leadership Program. This shall essentially be the first three chapters of the dissertation with chapters one and three written in future tense. The proposal should use the approved graduate school template found here: http://www.unf.edu/graduateschool/student_resources/Thesis___Dissertation_Forms.aspx

An oral defense shall be organized for the proposal when the dissertation chair and the methodologist determine that the work is ready to go to all committee members. A minimum of two weeks shall be given to all committee members to read the proposal before a date is set for the oral defense. The oral defense shall last for a maximum of two hours. The student shall be given a chance at the beginning of the oral defense to provide a maximum of 15 minutes overview through a PowerPoint presentation, Prezi, or any other presentation tool. Since all committee members are expected to have read the work before the oral defense, time should be
invested in the feedback session from the committee members and the intellectual exchange with the student, hence the limited time for overview from the student.

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**IRB–Institutional Review Board**

If proposed research for any dissertation is subject to the federal regulations pertaining to research involving either human or animal subjects, review by the UNF Institutional Review Board (IRB) must be obtained prior to beginning such research. The measures taken to ensure the protection of human and/or animal subjects should be explicitly addressed in the researcher’s discussion of methodology when applicable.

Your dissertation chair can advise you on whether your project requires IRB review, but an official determination from the UNF IRB is needed.

Please review this helpful PowerPoint on research, integrity and compliance: The ABCs of IACUC, IBC, IRB, and MTAs at UNF

**Checklist**

- The Dissertation Committee Membership Form has been downloaded and filled out. See [http://www.unf.edu/graduateschool/student_resources/thesis_step_one.aspx](http://www.unf.edu/graduateschool/student_resources/thesis_step_one.aspx)

- The form has been signed by the student, the dissertation chair, graduate program director, and department chair.

- The Request for Non-Graduate Faculty Thesis/Dissertation Committee Member form has been submitted (if applicable).

- The Request for External Thesis/Dissertation Committee Member form has been submitted (if applicable).

- The form(s) has been submitted to the Graduate School, either electronically or as a hard copy.

- A pre-proposal session has been held with a signed document by all members of the committee

- Dissertation Proposal is outlined according to specifications and Chapters 1 & 3 are written in future tense.

- Dissertation Proposal is submitted to committee members and committee is given a minimum of 2 weeks to read proposal.

- Dissertation Proposal Oral Defense is scheduled 2 weeks after (minimum) proposal submission to committee. (Oral Defense 2 hour maximum, 15 minutes of which is an overview of oral defense).

- IRB has approved research (if necessary).
Step 5: Writing the Dissertation

Useful link: http://www.unf.edu/graduateschool/student_resources/thesis_step_two.aspx

The doctoral program in Educational Leadership in the College of Education and Human Services at UNF adopts the American Psychological Association (APA format) as the standard style. Students are to use the latest version in circulation for formatting purposes. In addition, all dissertations should conform to the UNF Carpenter Library specifications which can be found here: www.unf.edu/graduateschool/student_resources/thesis_step_two.aspx.

The program also has guidelines for writing different types of dissertations so consult the guidelines. The dissertation template approved by the Graduate School must be adopted at all times for both the proposal and the dissertation. See link for approved Graduate School template: http://www.unf.edu/graduateschool/student_resources/Thesis___Dissertation_Forms.aspx

Both the template and the program guidelines are consistent with the library specifications so simply pay attention to all the details and they will blend together nicely.

University/Library Formatting

The UNF Library has requirements for formatting all theses and dissertations. It is wise to incorporate these elements early in the writing process.

Some formatting items to keep in mind as you begin writing include:

- **Arrangement of contents** – items that must be present in a dissertation must be arranged in the correct order.
- **Pagination Sequence** – pages must be organized in the correct order.
- **Type and Spacing** – must be uniform and must conform to the Library’s requirements.
- **Margins** – Left: 1 1/2" for binding purposes; Top, Right, Bottom: 1”, except for chapter headings which should have a 2” top margin.
- **Illustrations, Photographs, Graphs, and Tables** – must conform to the Library’s requirements.
- **Copyright Permissions** – all copyrighted material must be used only with permission.
- **Title Page** – must conform to the Library’s requirements.
- **Certificate of Approval** (Signature Page) – must conform to the Library’s requirements.
**Plagiarism**

Plagiarism is defined as “intentionally or knowingly presenting the work of another as one’s own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc., is common knowledge.” ([UNF Student Handbook](#))

Plagiarism is a very serious matter. If a student represents the ideas or words of another person as his own, this is intellectual stealing, and it is punishable by a range of actions, including even dismissal from pursuit of a degree. Students are warned to take pains to avoid all plagiarism, no matter how minor it may seem.

**Editorial Services**

The Graduate School requires that all dissertations be submitted in final formats, ready for library submission and publication.

Part of what is required for final submission of dissertations is that documents be free from any errors related to language use. Grammar, spelling, and usage errors must be absent, and clarity must be uniform throughout the document.

To aid in meeting this requirement, the Graduate School recommends that a student employs an editor. The Doctoral program strongly recommends that a student have the dissertation professionally edited before submission. Any submissions that are presented to the department that are judged to be substandard with respect to grammar, spelling, usage errors, and clarity will be rejected and the post defense timelines specified in step 7 below will no longer apply. It is the responsibility of the student, as well as the dissertation chair, to ensure a final product meets acceptable academic standards worthy of an award of the doctorate. Thus, the chair of the dissertation will be jointly held accountable and may be prevented from chairing future dissertations.

Having indicated that, the hiring of an editor is a decision that should be made between the student and the dissertation chair. If the decision is to hire an editor, editorial work should occur prior to the defense of the dissertation. To see a list of potential editors, please [click here](#).

**Copyright**

All dissertations at UNF are published as electronic documents in PDF format and are made available through the UNF Digital Commons. As such, it will be easy for individuals to discover unauthorized use of copyrighted materials, so it is important to proceed carefully when using copyrighted works.

Students should think carefully about the materials they plan to use in their dissertation. Copyrighted items should be presented in a scholarly way by being labeled and thoroughly explained within the text. Also, ensure materials used are properly cited within the body of the document and in references.

In order to obtain copyright permission, students should:
• Contact the copyright holder (usually the publishing company, not the author) by mail or email and request permission to republish the materials.
• Indicate that their dissertation will be published electronically by the University of North Florida in their requests.
• Add any copyright permission letters (or email permissions) received from copyright holders to the UNF Digital Commons as supplemental documentation.
• Beginning August 2013, students will be required to use the Request to Reprint/Reproduce Material Covered by Copyright. Theses and dissertations without evidence of permission to reprint or reproduce materials covered by copyright will not be approved.

Each writing style has different standards for citing sources. Please review the American Psychological Association (APA) webpage for specific information.

Checklist
❑ The correct style manual, American Psychological Association (APA), has been consistently used throughout the dissertation.
❑ The Library’s formatting policies have been followed in their entirety.
❑ The dissertation is free from plagiarism.
❑ The approved Graduate school template has been used.
❑ The program guidelines for the outline of the dissertation has been used consistently.
❑ All work not originating with the student has been properly cited and referenced.
❑ Copyright permission has been received and a Request to Reprint/Reproduce Material Covered by Copyright document has been obtained.
❑ If the student and dissertation chair deem it warranted, the services of a professional editor have been secured.
Step 6: Defending the Dissertation


The Graduate School strongly recommends that a student provides at least two weeks of reading time for the members of her/his dissertation committee. The student should provide each member of her/his dissertation committee with a version of the dissertation fully edited, corrected, and suitable for defense.

Beginning spring 2015, all defenses of dissertations of UNF Educational Leadership doctoral students must be held no later than four weeks after reopening of the semester. Students who hold defenses after this date must prepare to graduate in the following semester and the graduation date on the dissertation document should reflect the semester of graduation and not the semester of defense, unless the two are the same.

A semester before the intended graduating semester, the student must submit through the LSCSM office assistant an application to the department to the attention of the Program Director stating their intent to graduate. The department will then run a check on the student’s coursework and all other requirements to ensure that the student has nothing preventing him or her from graduating.

At least 10 days before the defense, all students must have an announcement submitted to Osprey Update working through the dissertation chair and the Departmental Associate Staff to announce their defense date to faculty, staff, and students. The Osprey Update will not be approved unless the event is first added to the UNF Calendar of Events and then submitted by your committee chair or designee. If your dissertation chair or designee is unable to submit the announcement, please contact the Graduate School for assistance. If you have any questions about submitting the announcement please click here for instructions or contact the Graduate School.

The student will also need to provide the dissertation chair with a Certificate of Approval. It is highly recommended your Certificate of Approval be printed on 20-24 pound, acid free paper. Only one Certificate of Approval is required.

Checklist

❑ Copies of the dissertation suitable for defense were provided to all members of the dissertation committee at least three weeks prior to the defense.

❑ The dissertation defense was added to the UNF Calendar of Events and announced via Osprey Update by your committee chair or designee.

❑ The dissertation defense was held no later than four weeks prior to graduation.

❑ The Certificate of Approval was created and signed subsequent to the defense.

❑ Defense is scheduled maximum four weeks after reopening of semester in order to graduate in the same semester.

❑ Application to the department with intent to graduate a semester ahead.
**Step 7: Submitting the Dissertation to the Program/Department and College**


**Guidelines for Internal Flow and Steps to Graduation**

As directed by the Policy and Procedure Manual of the doctoral program two weeks after a successful defense and approval of the dissertation the student shall comply with the following steps. The chart below clarifies the process from final defense of the dissertation to final submission of the dissertation to the Graduate School and Digital Commons for doctoral students in the Educational Leadership program at UNF in the College of Education and Human Services. The minimum length of time committee members should have in reviewing the dissertation at any stage must be two weeks. As a result of the additional review processes needed in the College of Education and Human Services after the final defense a student who intends to graduate during a particular semester must defend the dissertation by the end of the fourth week of the semester. Any defense that is conducted beyond 4 weeks into the semester can officially graduate the semester after and the graduation date on the dissertation must reflect the semester of graduation not of defense.

Please note that the graduate school requires that all dissertations/documents are uploaded to the digital commons ready for the review of the Graduate Dean two weeks before graduation date of each semester. Since our process has additional requirements there is the need for careful planning by the student to ensure he or she is proactive.

<table>
<thead>
<tr>
<th>Steps to Graduation</th>
<th>Action steps Needed</th>
<th>Number of Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student and Chair declare intention to graduate a semester before intended defense</td>
<td>A semester before the intended graduating semester, the student shall submit through the LSCM office assistant an application to the program to the attention of the Program Director stating their intent to graduate. The program will then run a check on the student’s coursework and all other requirements to ensure that the student has nothing preventing him or her from graduating. The student will receive a letter of clearance from the Program Director paving the way for him or her to apply for precertification and graduation in the intended semester of graduation. The letter of clearance from the Program Director shall be called <em>Program Director Approval</em> (PDA). Upon</td>
<td></td>
</tr>
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</table>
receipt of this letter the student can apply for pre-certification in the intended semester of graduation through the Office of Student Services in the College of Education and Human Services in accordance with their timelines. The Office of Student Services will request the PDA before pre-certifying the student.

| Final draft submitted to Chair and Committee members – Allow 2 weeks for reading, to schedule defense, and defend. The final defense shall be combined with the “Collaborative Quality Assurance Review Process” which replaces what used to be called the “Upper Level Review.” | Chair and methodologist make a determination that the dissertation is ready to be sent to all committee members for review. Chair will ensure that a room is reserved and all committee members are informed of the date, time and venue. Complete all required paperwork at the department and the Graduate School levels to ensure full compliance. See [http://www.unf.edu/graduateschool/student_resources/Thesis_and_Dissertation_Procedures.aspx](http://www.unf.edu/graduateschool/student_resources/Thesis_and_Dissertation_Procedures.aspx) | 2 |
| Collaborative Quality Assurance Review Process | The program director and the departmental chair shall be served copies of the final draft of the dissertation at the same time with all committee members. They will participate in the defense of the dissertation with the rest of the committee members. They shall provide feedback to the student at the defense as additional voices to the committee. All suggested and agreed upon changes shall be effected by the student not later than two weeks after the date of defense and verified by the chair of the committee. |  |
| Student makes corrections after successful dissertation defense. Make sure all changes are verified by the dissertation committee chair and resubmit within a two week period after the defense date. | Student makes corrections incorporating all suggestions during the defense. A hard copy is submitted to the Office Manager of LSCM who documents the flow and monitors the movement of the document from this point up to the time it finally leaves the dean’s office. Additionally the student must submit an electronic copy to the program director for a plagiarism check using iThenticate software. | 2 |

PLAGIARISM CHECK AND SIGNATURES
<table>
<thead>
<tr>
<th>Program Director</th>
<th>Any inconsistencies obtained from the iThenticate report shall be brought to the attention of the student through the dissertation committee chair for corrections to be made. If at that point it is determined as intentional plagiarism has occurred on an extensive scale appropriate steps shall be taken in accordance with the Graduate School policy.</th>
</tr>
</thead>
</table>
| 2 | If the dissertation is determined to be free of plagiarism and that all suggestions agreed upon at the defense have been addressed the following shall be sent to the Dean for signature:  
1) Abstract of the dissertation  
2) “Certificate of Completion” from the Program Director  
3) “Plagiarism Authentication Form”  
4) “Certificate of Approval Sheet”  
Upon obtaining the Dean’s signature all the above stated documents shall be returned to the LSCM Office Manager. |
| Program Director | Certificate of Approval sheet is released to the Student with all signatures for onward transmission to the graduate school. The “Certificate of Completion” shall accompany the “Certificate of Approval sheet” to graduate school. |
| Student | Student picks up signed Certificate of Approval form from the office manager of LSCM to submit to graduate school. Student uploads finalized dissertation to the digital commons-see [http://digitalcommons.unf.edu/](http://digitalcommons.unf.edu/) This should be done not less than 2 weeks before the date of graduation in any given semester. |
| Total Minimum weeks | 2 weeks  
(thus a minimum of 2 weeks is needed post successful defense clearance). |
** The committee chair and the program director will be copied on all suggested corrections at all the levels to ensure follow-up and compliance.

** If intentional widespread plagiarism is found in any dissertation, action will be taken against the student in accordance with the Policy and Guidelines in the UNF Student Handbook. The Educational Leadership Doctoral Program will develop procedures for handling plagiarism cases within the broad framework of the penalties spelled out in the UNF Student Handbook.

** Checklist

- Committee members at every stage are given two weeks minimum to review the dissertations.
- A corrected copy of the dissertation with corrections required by the dissertation committee was submitted to the department chair through the LSCM Office Manager.
- Original Certificate of Approval was submitted to the LSCM Office Manager.
- A corrected copy of the dissertation with corrections required by the Dissertation Committee and the Collaborative Quality Assurance Review Process was submitted to the LSCSM Office Manager.
- An electronic copy of the corrected version of the dissertation was submitted to the Director of the Doctoral Program for Plagiarism review.
- A Plagiarism Authentication Form has issued to the student by the Program Director.
- A Certificate of Completion has been issued to the student by the Program Director.
- Signatures of Department Chair and Dean were obtained.
- Student picked up Original Certificate of Approval for onward transmission to the Graduate School.
- Student uploaded dissertation to Digital Commons and completed all required paperwork.
Step 8: Submitting the Dissertation to the Graduate School (and Library)


The student is required to submit the following items to the Graduate School two weeks prior to graduation.

- One original Certificate of Approval (signature page) previously signed by the dissertation committee members, the dissertation Chair, the department chair, and the college dean.
- A completed Thesis/Dissertation Availability Agreement form (more information on this is below).
- Submit your completed dissertation by uploading it to UNF Digital Commons. For step-by-step instructions, please click here. A hard-copy is not required to be submitted to the Graduate School.

Upon approval by the Dean of the Graduate School, the Graduate School will submit all necessary documentation for deposit of your dissertation in the UNF Library. An electronic version of the student's dissertation will be available for mail or pick up, approximately 8 weeks after submission.

License Agreement for UNF Digital Commons

The UNF Library would like to showcase your work in the UNF Digital Repository with your permission. This digital library makes UNF’s unique resources accessible on a global scale. To load your theses or dissertation into our institutional repository, please download and print the Thesis/Dissertation Availability Agreement form and submit with your final dissertation. Please include a blank Certificate of Approval page with your uploaded document and turn in the signed Certificate of Approval page, along with the Availability Agreement to the Graduate School.

The UNF Digital Commons makes the scholarship of UNF easily available in one location online, enabling increased access to colleagues, students and the greater internet community. Works placed in the repository are more easily discovered in common internet search engines and in other academic search portals. This greater access makes it easier for researchers around the world to discover your work. The UNF Digital Commons is a valuable way to extend the scholarly output of the University of North Florida to include greater reach and increased circulation not only in Florida, but throughout the country and beyond. This initiative is in line with universities nationwide as we attempt to better serve our far reaching communities. You are welcome to browse through our collection of campus materials at [http://digitalcommons.unf.edu/](http://digitalcommons.unf.edu/), or to visit UNF Theses and Dissertations series at [http://digitalcommons.unf.edu/etd/](http://digitalcommons.unf.edu/etd/).
**Paper Quality**
The dissertation signature page must be printed. It is highly recommended your signature page be printed on 20-24 pound, acid free paper. Only one signature page is required.

**Binding Services**
Binding of dissertations is no longer a UNF requirement. If the student’s department/committee chair requires a copy of the project, or the student wants print copies of the project, binding arrangements and fees are the sole responsibility of the student.

**Checklist**
- One original Certificate of Approval (signature page) is submitted to the Graduate School.
- A completed *Thesis/Dissertation Availability Agreement* form is submitted to the Graduate School.
- An Adobe PDF version of the dissertation submitted to UNF Digital Commons. No compression or password protection should be used and all fonts should be embedded in the document.