



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 master calendar on the EDD website 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. Assuming your dissertation signature page meets Graduate School formatting requirements (<http://www.wku.edu/graduate/students/thesis/guidelines.php>), (see Attachment A & B for samples of the Title Page and Signature Page) your committee members should sign ***TWO*** copies of this page. These will be turned in to the Graduate School along with the electronic copy of the ***FINAL*** version of your dissertation.
2. Your dissertation chair 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 -- the same day final grades are due in the Registrar's Office at the end of each semester:
http://www.wku.edu/registrar/academic_calendars/
3. Make the changes your committee recommends for your dissertation. Once the updates are complete, confirm the corrections with your dissertation chair. You and your chair should also complete and sign the **Dissertation Submission Checklist** (see Attachment D).
4. After final approval from your chair, send *an electronic copy* of your dissertation (as a Word document, ***NOT*** pdf), and the signed Dissertation Submission Checklist, to the Director of the Educational Leadership Doctoral (EDD) Program. It will then be sent to a professional editor for review and final edits. **Please note: The EDD Program will compensate the editor for up to 6 hours of editing. If your dissertation requires attention BEYOND 6 hours, you will be expected to pay the editor for the additional hours.** The editor will return your work to the Director, who will once again review before returning the dissertation to you. If there are minor edits, you will be sent an email requesting you to pick up your work and make these last edits, and indicating your dissertation will be ready for submission to the Graduate School once suggested corrections are complete. If edit requests are more substantial, you may be required to resubmit your dissertation for another final review.
5. After all edits have been completed, submit in one email to graduate.records@wku.edu an electronic copy of your dissertation. Also complete the copyright permission form: https://www.wku.edu/graduate/students/thesis/copyright_permission.php.
6. You or this office must also hand deliver the paper copies of your signed dissertation signature page to the Graduate School.
7. In order for the Graduate School to process your dissertation, you must be currently enrolled at WKU. EDLD 799 Dissertation Research or EDLD 800 Maintaining Matriculation are two options for courses.
8. 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

After the Graduate School receives and approves your **Program of Study Form**, you will receive an email directing you to complete the **Application for Graduation**. It is found here: http://www.wku.edu/registrar/graduation_application.php . Please note there is a \$200 doctoral graduation fee.

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

If you would like to use the EDD conference room for your defense, please call 270-745-3061, or email edd@wku.edu, to make arrangements. If you would like to use space in Gary Ransdell Hall, you may call 270-745-3061 or email april.schleig@wku.edu to check availability.

4. Complete the Commencement Participation Confirmation Form

After you have successfully defended your dissertation, complete the **Commencement Participation Confirmation Form** (see Attachment F). After verifying the information provided, the EDD Program office will forward the completed form to the Registrar's Office, who will follow up with specific information about ceremony participation.

5. 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.

Attachment A



2 inches

TITLE, ALL CAPS, CENTERED

All measurements are from top edge of paper.



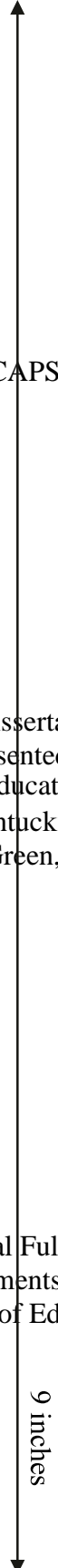
4 inches

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

John Doe, Director of Thesis

9.5 inches

1.5 inches

Dean, Graduate School

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 of XXX 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

Journal of XXXXXX

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.



Educational Leadership Doctoral Program

Commencement Participation Confirmation

***Students: Bring this Confirmation Form and the Dissertation Signature Sheet to your dissertation defense.**

Name _____ WKU ID# _____

Print name as you prefer it to be printed in the commencement program.

Home Address _____

Email _____ Telephone: _____

I plan to participate in the WKU 20 ____ commencement, held in Fall _____ Spring _____

Title of Dissertation:

Date of Submission of the Comprehensive Exam/Capstone Completion Form: _____

***NOTE: The above date MUST represent a successful final defense that is prior to the submission deadline. Students who provide a defense date after the deadline will not be able to participate in the upcoming commencement. NO EXCEPTIONS.**

Doctoral Dissertation Chair and Signature Verifying Successful Dissertation Defense

 Printed Name Signature Date

Your dissertation chair will normally hood you. If your dissertation chair is not available, you may identify a different faculty member who will perform the hooding. Please confirm this person's availability before listing his/her name.

 Name Title

FINAL IMPORTANT NOTE: Submission of this form does not guarantee your eligibility to participate in the WKU Commencement Ceremony. In order for you to participate, all information provided must be complete, accurate, and verifiable prior to the Graduate School deadlines.

Please return to: WKU Educational Leadership Doctoral Program
 1906 College Heights Blvd
 Mail Stop #91030
 Bowling Green, KY 42101-1030