

Doctor of Education Dissertation Defense and Approval Process

Scheduling:

- When the chair considers the dissertation to be ready for defense, the student, with chair approval, schedules the defense date and time with the committee. The defense must use the chair's NSU WebEx/other faculty video-conference account (e.g., Teams). Without permission of the chair, attendance at the defense is limited to the student and the committee.
- Electronic copy of the dissertation should be sent to the committee a minimum of 10 working days prior to defense. Any committee member may require a printed copy from the student.
- Committee members review the dissertation, and any major concerns should be communicated to the **chair and not directly to the student 3 days prior to the defense**. Should the concerns indicate that the dissertation may not be successfully defended, the defense may be rescheduled.

Defense:

The following framework will be used for the dissertation defense. However, the exact nature and format of the dissertation defense may vary with topic, methodology, or other need and will be determined by the committee chair and program coordinator.

- The defense begins with a 20 to 30-minute student presentation of the dissertation (PowerPoint, etc.). The presentation includes a brief background of purpose, problem, research question, and methodology, with a more in-depth discussion of findings, conclusions, and implications for practice and/or further research.
 - The presentation is followed by approximately 30 minutes of committee questioning.
 - The student exits the meeting at the conclusion of questioning.
 - The committee deliberates and comes to a decision. Possible decisions are unqualified full approval as written, approval with specified changes, conditional approval with significant changes, or rejection of the dissertation. The decision requires the agreement of the chair and a majority of the committee members. In the event of a tie, the chair's decision breaks the tie.
 - Approval with specified changes requires a resubmission of the dissertation document with the specified changes to the chair and committee members. The committee members review the changes and notify the chair via email if the changes are acceptable or not. If acceptable, the dissertation moves to unqualified full approval.
 - Conditional approval with significant changes or rejection requires an additional dissertation defense.
 - The chair notifies the student of the committee decision via email as soon as practicable. The committee members and program coordinator should be copied on the email.
 - Upon unqualified full committee approval, the student provides the chair with copies of the printed signature pages, plus any additional signature pages for the student's personal use, and a PDF document of the complete dissertation (see submission process on the next page). All committee members will sign the printed copies of the dissertation signature page and electronically sign the Doctor of Education Dissertation Approval Form.
 - The chair sends the signed Doctor of Education Dissertation Approval form and an electronic file of the complete dissertation to the Graduate School for approval by the Dean of the Graduate School. Upon approval, the Dean signs the approval form and emails to the chair.
 - After all approvals, the student is required to follow the Graduate School instructions* for uploading the dissertation for publication, paying any required fees, and ordering bound copies. Two bound copies should be ordered for the University in addition to any personal bound copies for the student.
- *See next page for a summary of the instructions.

Dissertation Binding and Submission Process:

- After receiving unqualified full approval of the dissertation, the student emails the chair and the committee a final PDF electronic copy of the dissertation.
- Chair forwards the dissertation PDF and the electronic signature form to the Graduate School for approval by the Dean and for the Graduate School record.
- Student mails printed signature pages to the chair or remote committee members (Student should discuss with chair where to first mail the copies). There should be two for NSU and the number of copies for student use *plus one extra*. Use the same paper as used for printing copies for binding.
- Chair facilitates obtaining local committee signatures on the printed signature pages.
- Student pays NSU Cashiers Office for binding – The form is on the program web page.
- Student mails printed copies of the dissertation to the chair (Two copies for NSU plus the number of copies for the student). Paper must be 20lb white bond with 25% cotton content.
- The chair will place the signature pages with the printed dissertation and have the paper copies sent to the Graduate School for the Dean's signature on the signature pages and binding.
- The Graduate School will scan the signature page to a PDF after the Dean signs and email the file to chair. The chair will forward the PDF to the student and committee.
- The Graduate School will place the completed signature pages into the printed dissertation copies immediately after the title page and send the copies for binding.
- Once all approvals have been secured and the student receives the scanned signature page, the student uploads the dissertation to ProQuest (Specifics are on the ProQuest webpage).