

# DISSERTATION QUICK GUIDE

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**FOR STUDENTS**

# CONCEPT PAPER APPROVAL

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<b>1</b>	During coursework, students write a thoughtful preliminary description of the proposed research, the <i>concept paper</i> , under the guidance of research faculty.
<b>2</b>	Submit the concept paper to the instructor and revise, as necessary, until it is approved.
<b>3</b>	When the paper is approved, follow your program's guidelines for submitting a final copy of the paper to the instructor.*
<b>4</b>	If the paper is not approved, enroll in a tutorial to continue developing the concept paper.
<b>TIP</b>	<b>Many sections of the concept paper provide good material for the dissertation proposal. To avoid the blank page or screen as you begin crafting it, you might copy and paste concept paper sections into new proposal files.</b>

\* In addition to instructor approval, Mythological Studies students must also receive concept paper approval from their program's Research Coordinator.

# DISSERTATION REGISTRATION

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<b>1</b>	After completing necessary coursework,* students with an approved concept paper, who have met all other eligibility requirements, may register for dissertation writing. Registration is possible four times during the academic year, at the beginning of each quarter.
<b>2</b>	Check the current dissertation handbook for the registration deadline for your program.
<b>3</b>	Email a <i>Dissertation Registration Form</i> to <a href="mailto:abristol@pacific.edu">abristol@pacific.edu</a> at least two weeks before the deadline for your program. (Financial Aid recipients should send form six weeks in advance to help ensure no interruption in funding.)
<b>TIP</b>	<b>If you are planning to take one or more quarters off between coursework and dissertation writing, submit a <i>Leave of Absence Form</i> to the Registrar.</b>

\* Coursework completion requirements vary among programs, some requiring completing all three years before dissertation registration, others only two years (that is, completion at the Master's level). Check with the program for details.

# SEEKING A DISSERTATION CHAIR

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<b>1</b>	After you register for dissertation writing and in the first quarter of dissertation writing, formally invite a member of Pacifica's core faculty* to chair the committee.
<b>2</b>	Discuss the proposed study with the chair candidate, using the concept paper as an entrée to the work.
<b>3</b>	If the person agrees, ask them to email a <i>Committee Member Appointment Form</i> to <a href="mailto:dissertation@pacificca.edu">dissertation@pacificca.edu</a> .
<b>TIP</b>	<b>Since the chair is a student's primary mentor, think about, and discuss with the chair, what support you need. Set expectations together as clearly as possible.</b>

\* Some programs have approved a small number of adjunct faculty for chairing dissertations. Contact the program's Research Coordinator or Director of Research for the names.

# CONVENING THE READER

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<b>1</b>	Consult with the Chair of your committee to find suitable candidates for the position of Reader. <i>The Reader is usually adjunct faculty at Pacifica, rarely core faculty.*</i>
<b>2</b>	Approach the Reader candidate to discuss the topic, using the concept paper as an entrée to you and your writing.
<b>3</b>	When the Reader agrees to join your committee, email a <i>Committee Member Appointment Form</i> to the Chair.
<b>TIP</b>	<b>It is a good idea to convene the Reader shortly after registering for dissertation writing.</b>

\* There are rare exceptions to this policy: some core faculty in the MA Counseling program and in the Mythological Studies program may serve as Readers. Contact the program for more information.

# CONVENING THE EXTERNAL READER

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<b>1</b>	Consult with the dissertation Chair on suitable candidates for the position of External Reader. The External Reader a) may NOT be core or adjunct faculty at Pacifica; b) may not be a graduate of Pacifica; and c) may not have a prior personal or professional relationship with the student.
<b>2</b>	Discuss the topic with the External Reader candidate, using the concept paper as an entrée.
<b>3</b>	If the External Reader is interested, ask him or her to email you and the dissertation chair a curriculum vitae (CV), which the Chair will review.
<b>4</b>	When the Chair approves the External Reader, email the <i>Committee Member Appointment Form</i> to the Chair.
<b>TIP</b>	<b>Students often find excellent subject area experts to serve as External Readers from the authors in their literature review.</b>

# PROPOSAL APPROVAL

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<b>1</b>	Student works with Chair to write a dissertation proposal, then submits it for first review.
<b>2</b>	You and the Chair discuss needed revisions. When complete, email the revised proposal and the <i>Approval of Dissertation Proposal Form</i> to the Chair.
<b>3</b>	Review and sign the <i>Ethics Application for Research without Participants</i> and send to Chair. OR, if working with participants, email the <i>Ethics Application for Research with Participants Form</i> (2-page PDF) and the description of the research procedures (multi-Word document) to your Chair.
<b>4</b>	Read and sign <i>Intellectual Property and Copyright Infringement Form</i> and send to Chair.
<b>5</b>	Once the Chair has approved the proposal, email it to the Reader and External Reader for their review.
<b>6</b>	Discuss needed revisions with the Reader and External Reader, including the Chair in the dialogue. Once approved, ask committee members to email their signed <i>Approval of Dissertation Proposal</i> forms to the Chair.
<b>TIP</b>	<b>Include the Chair in all emails to Reader and External Reader to foster open dialogue among committee members.</b>

# FINAL DRAFT APPROVAL

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<b>1</b>	Submit the final draft of the dissertation to the Chair and discuss revisions as necessary.
<b>2</b>	When all revisions have been incorporated, email the dissertation, along with an <i>Approval of Dissertation Final Draft Form</i> , to the Chair.
<b>3</b>	Email the final draft to the Reader and External Reader for their review.
<b>4</b>	Work with committee members on necessary revisions, and then ask them to send the <i>Approval of Dissertation Final Draft</i> forms to the Chair.
<b>5</b>	Work with the Chair to finalize the dissertation abstract and send it to the Dissertation Office.
<b>TIP</b>	<b>Copy all committee members in the final draft review process so that everyone is included in the dialogue.</b>



# COPYEDITING THE DISSERTATION

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<b>1</b>	When all three approval forms have been submitted to Pacifica, you will be notified via email that a D2L account has been created for you.
<b>2</b>	<p><b>Clinical and Depth students</b> hire a professional copyeditor of their own choosing to proofread the manuscript. You work with the proofreader to create a clean, corrected manuscript file, keeping both the red-lined copy (showing the tracked changes) and the final, clean copy (changes incorporated).</p> <p><b>Mythological Studies students</b> submit the manuscript (in MicroSoft™ Word) for copyediting by the Pacifica proofreader, which may take up to 3 weeks, then carefully review and incorporate necessary changes.</p>
<b>3</b>	<p><b>Clinical and Depth students</b> log into D2L and submit one copy of the final dissertation in MicroSoft™ Word showing edits, and one clean copy as a PDF.</p> <p><b>Mythological Studies students</b> submit the final clean and corrected copy to D2L in PDF format.</p>
<b>TIP</b>	<p>Microsoft Word offers many tools, especially those on the Review menu, to proceed through the corrections marked in the dissertation. You can also use Search &amp; Replace to find and fix all instances of an error the proofreader found.</p>

# PREPARING FOR THE ORAL DEFENSE

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<b>1</b>	When the manuscript has been accepted for publication, the student and chair are notified via email.
<b>2</b>	Chair checks with the student and committee members to find two or three possible dates and times to hold the defense.
<b>3</b>	Chair requests an oral defense date and awaits confirmation.
<b>4</b>	Pacifica reserves the date, time, and location on the school's master calendar then sends email confirmation to the student and committee.
<b>5</b>	The dissertation title, abstract and committee member names are posted on Pacifica's website, along with the date and time of the oral defense.
<b>TIP</b>	<b>Take time to write and rehearse the oral presentation of your research, planning for approximately 25 minutes at the podium.</b>