Dissertation/Capstone Process

1. Select Dissertation/Capstone chair and committee
   a. Submit Dissertation/Capstone Committee Membership Form
2. Draft Candidacy paper
3. Upon approval of chair, enroll in your Candidacy course 706 (same literature review course for Capstone and Dissertation students both, 0 credits)
   a. Submit Candidacy Requirement 706 Course Request Form
   b. Schedule Candidacy defense with committee and defend Candidacy paper
   c. Submit Approval of Candidacy Standing: Dissertation/Capstone Form
4. Draft final Proposal.
5. Upon approval of chair, enroll in your Proposal course when you are ready to defend your proposal(838 for Capstone, 849 for Dissertation)
   a. Submit Supervised Dissertation Proposal Development (838, 849) Request Form
   b. Submit Proposal for review by IRB. IRB is the Institutional Review Board— it makes sure that ethical practices are followed when researching human subjects. Students need to complete this process prior to gathering data for the dissertation. Typically, the approval is included as an appendix. Students can't publish human subject research that does not have IRB approval.
6. Schedule dissertation proposal defense with committee and defend proposal
   a. Submit Dissertation/Capstone Proposal Approval Form see forms link below
7. Draft final Dissertation/Capstone
8. Upon approval of chair, enroll in Independent Research course (839 for Capstone, 859 for Dissertation) when you are ready to defend your final dissertation/capstone. If you know when you plan on defending, apply for graduation by the deadline for the anticipated quarter defense will be occurring, see deadlines in the table below.
   a. Independent Dissertation/Capstone Research Request Form -
   b. Degree Conferral Application – Campus Connect

Fall Quarter	October 1
Winter Quarter	January 15
Spring Quarter	February 1
Summer Sessions	July 15

9. Schedule defense with committee before last day to defend deadline (May 1) and inform the Doctoral Office Assistant Michael Boland (send a zoom link for the defense, the program you're in, your title and abstract, and a picture if you would like to) - mboland7@depaul.edu
    a. Defend Dissertation/Capstone by May 1
    b. [Submit Dissertation approval form](#)
10. Once the dissertation is defended, the student submits it to the Doctoral Office for format review.
11. Submit reviewed dissertation to ProQuest for publication by 6/1 (request ProQuest instructions from Doctoral Office) *Defense and submission to ProQuest must occur before student can graduate*
12. Doctoral Assistant marks this milestone in Campus Connect

Enroll in 700 Good Standing (0 credits) if candidacy, proposal, or independent research course ends and you need more time for the process. Students that are not enrolled in any courses for a given quarter should submit a late add request to be registered retroactively if they miss the registration deadline. They should continue to register for this course each quarter that they need to remain active as they are continuing progress on their projects. Students can enroll for 700 up to six times during their program. This non-credit, ungraded registration provides students with an active student ID and access to all DePaul facilities and services such as the library. There is a small fee for registration. Students register for the 700 Student in Good Standing course using the letter code of your program (A&S, CS or ECE). The student's dissertation chair must sign the [Student in Good Standing Course Registration form, which is available in the forms library.](#)

If you are inactive for 2 quarters without Good Standing you will have to speak to your academic advisor before you can register, **and if you are inactive for 3 quarters you will have to reapply to the program entirely.**

Forms and Handbook:
https://education.depaul.edu/student-resources/policies-and-forms/Pages/forms-library.aspx