Dissertation Completion Guide

Information for students and committee members

Advanced Degrees and Administrative Licensure Department

Hamline University School of Education
1536 Hewitt Avenue | MS-A1720
Drew Residence Hall Suite 66
Saint Paul, MN 55104-1284

Main Line: 651-523-2600
Fax: 651-523-2489
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**Dissertation Stages**

There are two formal stages of dissertation development: The prospectus and the dissertation.

1. **The Prospectus**: Prospectus development starts in the second semester of Year 2 of required courses and is completed by the end of Year 3 in GED 8517.

2. **The Dissertation**: There are five main stages plus degree completion: committee set-up; development of chapters 1-3; proposal meeting; developing chapters 4-5; dissertation defense; and degree completion. Revising and editing are present across several stages.

**Dissertation Process**

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<th>1. Committee Set-up</th>
<th>-Chair is determined and readers are selected.</th>
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| 2. Development of the Proposal (Chapters 1-3) | -Students work consistently with all committee members to develop the introduction, literature review, and methods chapters.  
-When the chair is satisfied with the content, the proposal meeting can be scheduled. Students provide an electronic or a paper copy according to committee members’ wishes at least two weeks before the proposal meeting date. |
| 3. Proposal Meeting | -A main purpose of the proposal meeting is to determine whether proposal is complete enough to move to the next stage. During the proposal meeting, students are prepared to discuss the study in detail and to answer questions.  
-There are two possible outcomes of a proposal meeting.  
  a. The proposal is approved with no changes. The student may complete the Human Subject Review/Institutional Review Board process with the chair’s oversight. HSC/IRB approval by the School of Education committee means data collection can begin.  
  b. The proposal is approved with changes. This is the most common result of the proposal meeting.  
-When the required changes in chapters 1-3 are made to committee satisfaction, the student may begin the Human Subjects Committee process with the chair’s oversight. Full approval must be received from the School of Education HSC committee before data collection can begin. |
| 4. Development of Chapters 4-5; Revising and Editing the Entire Dissertation | -Develop the results and conclusions chapters.  
-Revise earlier chapters as directed by the committee.  
-Edit entire dissertation for format, citations, spelling, grammar, and mechanics. Consult the Capstone and Dissertation Guide for specifics.  
-Students should determine their anticipated degree completion term in consultation with their chair and committee. Students should submit their Intent to Graduate form based on their anticipated degree completion term. |

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5. **Dissertation Defense**

- The defense is scheduled when the dissertation is deemed ready by the *full* committee.
- With the permission of the chair, coordinate the date, time, and location of this final meeting.
- Provide a copy of the dissertation in its nearly final form to each committee member a minimum of three weeks before the date of the final meeting. The defense usually takes 2-3 hours.
- After the defense, revise and edit based on committee feedback. This continues until the committee agrees the dissertation meets requirements.
- The dissertation chair will request the electronic dissertation rubric from Mary Speranza-Reeder, and will complete and submit it on behalf of the committee after the defense.

6. **Degree Completion**

- Follow published deadlines for tasks related to degree completion, including the scheduling of the defense.
- To qualify for degree completion in any given term, the defense must be held prior to the dissertation submission deadline listed on the degree-completion timeline. All degree requirements must be met, including submission of the dissertation and related electronic degree completion forms, by the submission deadlines listed on the degree completion timeline.
- Students completing their degree in the fall, spring or summer terms of a given academic year are eligible to participate in the spring commencement ceremony.

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**Defining the Dissertation**

The completion and defense of a dissertation are the final requirements for the Doctor of Education degree. A common focus of the Ed.D. dissertation is the application of theory to practice within the context of your work experiences in education. You can expect the dissertation process to last 9 to 24 months, from proposal development through defense.

The Hamline doctoral program extends the typical Ed.D. focus by advocating the enlarged perspective on academic scholarship described by Ernest Boyer in *Scholarship Reconsidered*. Following Boyer, inquiry and research in the Ed.D. center on five ways to question phenomena and to acquire and disseminate knowledge:

- **The scholarship of discovery** (knowledge acquired through research—“disciplined investigative efforts” in the pursuit of new intellectual knowledge);

- **The scholarship of integration** (knowledge acquired through synthesis—“making connections across the disciplines”; serious disciplined work that seeks to interpret, draw together, and bring new insight to bear on original research);

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● The scholarship of **application** (knowledge acquired through practice—“new intellectual understandings that can arise out of the very act of application”);

● The scholarship of **teaching** (knowledge acquired through teaching—a dynamic endeavor between teachers and learners that increases capacities for reflection, critical and creative thinking and action; and

● The scholarship of **engagement** (knowledge acquired within any of the above four scholarships through activities which connect the academic with people and places outside the campus and which ultimately direct the work of the academy “toward larger, more humane ends”).

In addition to incorporating one or more of the five types of scholarship, an acceptable dissertation exhibits these characteristics:

● It complies with the School of Education’s Research Review Process, as applicable to the dissertation topic and methods;

● It shows evidence of the researcher and scholar roles emphasized in the EdD by
  --demonstrating understanding and application of a theoretical foundation in the research literature of education;
  --demonstrating the ability to do independent research involving primary and secondary literature appropriate to the topic;
  --developing either a theoretical inquiry or the collection and analysis of data;
  --demonstrating critical analysis; and
  --constructing and defending a position concerning an issue or question.

● Demonstrating writing ability at Level 5 on the Six Traits of Writing rubric (ideas and content, organization, voice, word choice, sentence fluency, conventions).

**Policies on EdD Dissertation Registrations (GED 8991, 8992, 8993, 8994)**

1. The requirements for GED 8991 registration:
   - All required course credits preceding the dissertation credits must be completed with grades of B or higher; elective credits do not have to be completed.
   - The prospectus must be finished in GED 8517.
   - The three committee members are selected.

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2. Students may register for GED 8991 and GED 8992 before the proposal meeting is held.

3. Students may not register for GED 8993 and GED 8994 until after the proposal meeting is held.

4. Pass or No Pass grades are given for the 16 dissertation credits. Grades for Dissertation I, II, and III are entered at the end of the term of registration. The grade for GED 8994 Dissertation IV is entered when all required dissertation items are submitted to the department’s Program Administrator.

**Human Subjects Committee Protocol**

Students must receive full approval from the Human Subjects Committee (HSC) before collecting any data for the dissertation. The purpose of the human subjects process is to protect both Hamline graduate students and those who participate in their studies. Thus, you may not collect any data before you receive approval from the committee. Detailed and complete information about the process can be found in the Human Subjects Committee Procedures Handbook.

HSC applications must be submitted for all dissertations, whether or not human subjects participate. Applications must be submitted for both adult and child participants. Editable HSC applications are available on the School of Education website.

**Policies on EdD Dissertation Committees**

1. The principal EdD faculty serve as committee chairs only, not readers.

2. The principal EdD faculty will consider students’ preferences in determining committee chairs.

3. Faculty members may accept or decline to chair committee based on a student’s readiness and their current dissertation load.

4. After the end of GED 8517, principal faculty will contact students who meet the requirements in policy item 1 above to arrange interviews with potential advisees. The interview will focus on the status of the prospectus, readiness to start the dissertation work, potential dissertation committee readers, and procedural information.

5. Students are responsible for arranging for the two readers. Each must have an earned doctorate. Each supplies a current c.v./resume and W-9 form (in order to receive payment for work on the dissertation committee). Readers receive an honorarium for each of the four registrations that are processed at the end of the semesters of registration.

6. The chair provides the readers with information about advising expectations and Hamline requirements.

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**Intent to Graduate**

Students should determine their anticipated degree completion term with their dissertation chair and committee. Students should then submit their Intent to Graduate form based on their anticipated degree completion term. Students will receive a degree audit letter via their Hamline email account approximately one month before the start of the term in which they anticipate completing their degree.

**Dissertation Submission Requirements**

After the chair submits the electronic dissertation rubric, the student will receive an email from Mary Speranza-Reeder requesting the items needed for degree completion:

- PDF version of the dissertation
- Digital Commons submission agreement
- PDF version of the abstract
- Electronic category selection form

These items cannot be submitted until the student has received the email from Mary Speranza-Reeder requesting them.

**Upload to Digital Commons**

The following is the text of the Digital Commons@Hamline Submission Agreement. Students have the choice of giving permission for their dissertation to be uploaded to the Digital Commons platform in full, or giving permission for only their degree information, names of committee members, and abstract to be uploaded. Students should consult with their chair as to the best option.

Digital Commons@Hamline is a hosted, open-access online repository of scholarly work produced by Hamline University’s students, faculty and staff. It was created to highlight and promote the intellectual output of the University. It is a permanent archive of scholarly material administered by Bush Memorial Library on behalf of the Hamline University community.

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Privacy and Confidentiality

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You are responsible for addressing privacy and confidentiality issues in your work prior to submission. You are responsible for the proper redaction of confidential content before submission. You are encouraged to speak with your advisor and Hamline’s Institutional Review Board with any concerns you may have regarding the privacy and confidentiality of human subjects.

If privacy concerns are identified after a Work has been made publicly available, the site administrator is empowered to restrict access to the Work temporarily. This person will then consult with the appropriate departmental chair, dean, or administrator in order to determine a course of action regarding future access.

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