

## The Dissertation and Portfolio Timeline in the Leadership Program

Time Line	Event	Persons involved
As early in the program as possible	Select topic	Participant in dialogue with potential committee members (faculty)
As topic takes shape	Select dissertation committee	Participant, potential committee members, Director of Grad. Programs
As early as second program semester	<b>Receive Topic Approval</b>	Dissertation committee
As early as second program semester	<b>Take LEAD880</b>	Dissertation committee
As early as third program semester	<b>Receive Dissertation Proposal Approval:</b> including a proposed timeline	Dissertation committee
Before data collection	<b>Receive Institutional Research Approval</b>	Institutional Review Board, Dissertation Committee
	<b>Submit Completed Chapters to Chair/Committee, Chapter by Chapter, or as Agreed with Chair.</b> Continue additions and revisions to complete the first draft of the final copy.	Dissertation committee
At least <b>eight</b> weeks prior to defense	<b>Submit Revised Final Draft.</b> Include a copy of the dissertation and abstract, complete in every respect, including all chapters completely edited with all appendices, bibliography, figures, tables numbered and three-hundred-fifty-word abstract. Students who present an incomplete manuscript cannot receive a favorable decision. Request defense date.	Dissertation committee
At least <b>five</b> weeks prior to defense	<b>Schedule a Pre-Defense Meeting</b> of the committee (with the candidate) to approve document for defense. If approved, your chair confirms the requested defense date with the Secretary of SED Graduate Programs by completing a "Readiness for Defense" form. Identical copies of the approved document must be submitted to: Each committee member Secretary of SED Graduate Programs Dissertation Secretary	Dissertation committee, Secretary of SED Graduate Programs, Dissertation Secretary
At least <b>three</b> weeks prior to defense	In consultation with the Dissertation Chair, SED Dean chooses an external examiner	SED Dean, Dissertation Chair
At least <b>three</b> weeks prior to defense	<b>Finalize the Defense Date</b>	Chair in consultation with all parties concerned
At least <b>four</b> weeks before grad.	<b>Defend Dissertation</b>	Dissertation committee, External Examiner, Dir of Graduate Programs, Dean of SED
At least <b>three</b> weeks prior to graduation	<b>Submit Dissertation Document to Dissertation Secretary.</b> This submission must include all changes requested by Committee at Oral Defense. Committee Chairperson (Dissertation Advisor) must sign off regarding changes before the Dissertation Secretary can complete final review.	
At least <b>two</b> weeks prior to graduation	<b>Comply with Format Guide.</b> Changes must be made and submitted to the Dissertation Secretary by two weeks prior to graduation.	Dissertation Secretary, Dissertation Chair.
Between <b>two and four</b> weeks before graduation	<b>Present Portfolio to the Faculty and present/celebrate with Regional Group</b>	LEAD Faculty, Regional Group