

## EPPL Dissertation Defense Verification Procedure

### Step 1: Scheduling the Defense

- A. **Dissertation committee chairperson deems the dissertation ready to be defended.**
- B. **Candidate contacts committee members after receiving permission from the dissertation chair to schedule defense and secures conference room.**
- C. **Candidate provides a copy (electronic or hard copy depending on chair/member preference) of the dissertation to the chairperson and each committee member at least two (2) weeks prior to the scheduled defense.**
- D. **Dissertation committee chairperson notifies the School of Education community of the time, date, and location of the defense meeting at least two weeks prior to the meeting (all dissertation defense meetings are open to the William & Mary community and invited guests).**



### Step 2: Dissertation Defense

- A. All committee members must attend the defense (in-person or virtually).
- B. **Candidate obtains Dissertation Defense Verification Form (link). Candidate completes the following portions of the form: Student ID, Name, Dissertation Title.**
- C. **Candidate brings partially completed form to dissertation defense meeting.**
- D. **Dissertation chairperson convenes the session; asks candidate to summarize findings; and initiates discussion and member questions. Once discussion/questions completed, the committee meets in executive session to determine if the candidate has met all dissertation research requirements. A unanimous vote is required for approval of the dissertation.**
- E. If the requirements are met, the committee provides feedback to the candidate, and signs the approval form (dissertation committee members each print and sign names in the Names of Dissertation Committee Members section of the form). **The chairperson completes the Committee Approval section of the form, indicating the date of the defense meeting.** The chairperson does NOT yet complete the final line of the form (Committee Chair Signature). **Candidate takes a copy of the partially completed form from the meeting. The chairperson maintains the original form.**
- F. If the requirements are not met and unanimous approval is not given, the committee provides feedback in executive session. **The candidate shall seek a conference with the chairperson to discuss and cure any deficiencies.** A second defense may then be scheduled.



### Step 3: Dissertation Finalization & Upload

- A. **Candidate provides copy of partially completed form to the Registrar.**
- B. **Candidate completes all final corrections and provides this copy to the dissertation chairperson.**
- C. **The chairperson assures this copy attends to all request edits and uploads the file to the dissertation folder. The chairperson then emails the dissertation reader to inform them that the dissertation has been uploaded to the dissertation folder.**
- D. Dissertation reader reviews dissertation using track changes and emails chairperson upon completion. Dissertation reader indicates whether or not he or she will need to review the dissertation a second time.
- E. **Chairperson downloads the dissertation and emails to the student.**
- F. **Candidate makes changes identified by the dissertation reader and notifies the chairperson when complete.**
- G. **Chairperson checks track changes and verifies all changes have been completed/accepted.**
- H. **Once verified, the chairperson signs the final line of the Dissertation Defense Verification Form (Committee Chair Signature). Chairperson provides a copy of the fully completed Dissertation Verification Form to the student and provides the original to the Registrar.**