



LEHIGH
UNIVERSITY

**College of
Education**

**Ph.D. and Ed.D. Proposal and Dissertation Defense Guidelines
Effective March 2020 (Amended August 2020)**

The purpose of this document is to provide guidance to doctoral students, faculty, and staff regarding procedures for virtual dissertation Proposal and Defense meetings. This document is updated as needed by the College of Education. Students should visit the Academic Calendar posted on the University's Registration and Academic Services website for specific deadlines for forms.

Proposal and Dissertation Guidelines and Forms

Please review the doctoral procedures and guidelines so you are aware of the various requirements of doctoral students prior to and during the proposal and defense process. Guidelines can be found in [COE Doctoral Program Requirements and Procedures](#) document.

Note: Students must be registered in the semester they are proposing or defending their dissertation.

PROPOSAL GUIDELINES

1. Organizing the Dissertation Committee

The **student** should select and consult with their **Dissertation Chair** on the composition of the Dissertation Committee as per the [requirements and procedures document](#).

- The **student** will email the Program Coordinator and the Executive Assistant to the Dean, with the Dissertation Chair and all Committee members copied, to indicate their intent to form a committee.
- A CV of any committee member that is not affiliated with Lehigh University must be included in the email.
- Please use the email template below.

The subject heading of the email should read: Student Name - Intent to Form a Dissertation Committee.

Dear **Program Coordinator and Executive Assistant to the Dean,**
Cc: **Dissertation Chair, Committee Members**

I write this email to indicate my intent to form my dissertation committee. The committee will be composed of: **CHAIRPERSON; COMMITTEE MEMBER 1; COMMITTEE MEMBER 2; COMMITTEE MEMBER 3.** I am copying all committee members and my Dissertation Chair on this message to indicate their agreement to serve on my committee.

The title of my dissertation is: **XXXXXXXXX.**

(If necessary) I am attaching the CV of Committee Member X because they are not affiliated with Lehigh University.

- The **Program Coordinator** will prepare and send a Special Committee Memo to the Department Chair and Dean for signature through DocuSign, copying the Executive Assistant to the Dean, student, and committee chair. The program coordinator will distribute to all committee members (including the chair of the committee) an electronic copy of the approved committee memo.

2. Prior to Virtual Dissertation Proposal Meeting

- The **Dissertation Chair** will get approval from each committee member through email, no fewer than 7 business days prior to the dissertation proposal meeting, in order to proceed with the proposal meeting.
- The **Dissertation Chair** will communicate approval of all committee members through an email to the Program Coordinator, all committee members, and the student.

The subject heading of the email should read: **Student Name-Scheduling of Dissertation Proposal Meeting**

Dear **Program Coordinator, Committee Members, and Student,**

I am writing to confirm that **Student Name's (LIN: 81234567)** committee approves moving forward with his/her/their dissertation proposal meeting. I have scheduled the proposal meeting for **time** on **date**. The zoom link is: **xxxxxx**
Sincerely,

- . .

- The **Dissertation Chair** will schedule a Zoom conference. There should be breakout rooms and share screen options available. The proposal meeting will have an open session and a closed session. The open session will include the Student, Committee members, and Guests. The closed session will move non-committee members to one breakout room. Committee members will be in another break out room which will provide them an opportunity to make their deliberations privately. Instructions for Zoom breakout sessions can be found [here](#). Chair should consult [Best Practices for holding secure Zoom meetings](#).
- **Students** should prepare to deliver the Oral Presentation via Zoom, with shared powerpoint presentation if necessary. Students may consult the following webpage for information on how to use the Zoom platform: <https://lts.lehigh.edu/services/explanation/zoom>.

3. After the Dissertation Proposal Meeting

- The **Dissertation Chair** will send an email to the Program Coordinator, Committee Members, and the Executive Assistant to the Dean indicating the results of the Dissertation Proposal meeting. Please complete the email template below.

The **subject heading of the email should read: Student Name Dissertation Proposal Signatures**

Dear **Program Coordinator, Executive Assistant to the Dean, and Committee Members,**

On behalf of **COMMITTEE MEMBER 1; COMMITTEE MEMBER 2; COMMITTEE MEMBER 3**, I write this email to confirm that **Student Name (LIN: 81234567)** successfully proposed **his/her/their** dissertation on **date**. Please accept this email as confirmation that **he/she/they** have passed **his/her/their** proposal and have made all revisions requested to **his/her/their** dissertation proposal. I approve **his/her/their** advancement to doctoral candidacy. I am copying all committee members as indication of our approval. I have attached the first three chapters of the Dissertation.

- The **Student** will initiate the following forms found on the [College of Education doctoral information](#) page using DocuSign.
 - (1) [Program of Study Form](#)
 - (2) [Application for Admission to Candidacy](#) with these attachments uploaded in DocuSign
 - Signed Program of Study Form
 - First three chapters of dissertation proposal
- The **Executive Assistant to the Dean** will send the two forms above, the Letter to Student from Dean (Candidacy Letter), the Dissertation Checklist, the Committee Memo, the Title Page, and the Abstract of Proposal, to Registration and Academic Services copying the Dissertation Chair and Program Coordinator. After the student is sent the Letter from the Dean (Candidacy Letter) and supporting docs, the Executive Assistant to the Dean will populate the RAS Candidacy Folders with the following items in this naming order:

Folder (LN, FN, LIN):
LN, FN, Checklist
LN, FN, Candidacy Proposal Letter
LN, FN, Program of Study
LN, FN, Application for Admission to Candidacy
LN, FN, Title Page and Abstract
LN, FN, Acceptance of Proposal
LN, FN, Committee Memo

DISSERTATION DEFENSE GUIDELINES

Students must receive approval from the University IRB before they begin collection of any data involving human subjects. Students should work with their Dissertation Chair on drafts, submitting their final draft for their Committee's approval to move to Defense.

1. Prior to Virtual Final Dissertation Defense Meeting

- At least ten business days prior to the dissertation defense, the **Dissertation Chair** must get Dissertation Draft Approval to proceed to defense from each committee member through an email.
- The **student** will need to have the Dean approve their dissertation draft by the deadline indicated on the Academic calendar posted on the Registration and Academic Services website. The **student** will email a copy of the abstract and title page to the Program Coordinator. The **Program Coordinator** will initiate the Dissertation Draft Approval form through DocuSign for signatures by committee members, copying the Executive Assistant to the Dean. A copy of the abstract and title page should be attached to DocuSign.

- Permission to proceed to defense will be demonstrated through an email sent from the **Dissertation Chair** to the Program Coordinator, Executive Assistant to the Dean, all committee members, and the student indicating that all committee members are in agreement that the oral defense may proceed.

The subject heading of the email should read: Student Name - Scheduling of Dissertation Defense Meeting

Dear Program Coordinator, Executive Assistant to the Dean, Committee Members, and student,

I am writing to confirm that Student Name's (LIN: 81234567) committee approves moving forward with his/her/their dissertation defense. I have scheduled the defense meeting for time on date, with the following zoom link: ADD ZOOM LINK HERE. Their dissertation draft, title page, and abstract are attached to this email as separate documents

- The **Dissertation Chair** will schedule a Zoom conference with a password. There should be breakout rooms and share screen options available. The proposal meeting will have an open session and a closed session. The open session will include the Student, Committee members, and guests. The closed session will move non-committee members to one breakout room. Committee members will be in another breakout room which will provide them an opportunity to make their deliberations privately. Instructions for Zoom breakout sessions can be found [here](#). The Chair should consult [Best Practices for holding secure Zoom meetings](#).
- **Students** should prepare to deliver the Oral Presentation via Zoom, with shared powerpoint presentation if necessary. Students may consult the following webpage for information on how to use the Zoom platform: <https://its.lehigh.edu/services/explanation/zoom>.
- The **Executive Assistant to the Dean** will provide feedback to the student regarding any changes needed to conform with the ProQuest Dissertation Site guidelines. Students should make changes to the format, but documentation of changes is not needed for the defense to occur.
- At least ten days prior to the oral defense, the **Program Coordinator** will prepare and submit an Oral Defense Memo for the Department Chair and Dean's signature through DocuSign, copying the Executive Assistant to the Dean.
- At least five working days prior to the oral defense, the **Program Coordinator** will notify the Dean of Education, the faculty of the Education and Human Services Department, and Program students through an email announcement. The abstract, the date/time, and zoom link should be included in the email.

TO: College of Education Staff and Faculty, students:

The College of Education has scheduled the final oral examination of NAME OF STUDENT for the degree of TYPE OF DOCTORAL DEGREE in PROGRAM. The examination is to be held on DATE AND TIME via Zoom. If you wish to attend, please send an email requesting the passcode.

<https://lehigh.zoom.us/j/91129431798?pwd=SWIEdmR5T0cvcDJxVS9jZXFEMXdZQT09>

The title of the dissertation is XXXXXXXX.

2. After the Dissertation Defense Meeting

- Students and Dissertation Chair should be aware that the University requires a complete dissertation packet to be submitted by the last day of class each semester. The deadline is established by the University [academic calendar](#) to ensure that there is enough time to process all paperwork before commencement and hooding ceremonies.
- Students will need to ensure that they have adequate time between the defense meeting and the final submission of the dissertation packet to RAS to:
 - (1) satisfactorily respond to all suggested edits from dissertation committee members;
 - (2) have their dissertation approved for formatting by the Executive Assistant to the Dean; and
 - (3) complete all necessary paperwork.
 - (4) proper upload of dissertation to ProQuest.
- The **student** will initiate the following forms found on the [College of Education doctoral information](#) page and [RAS website](#) using DocuSign.
 - (1) [Report on Doctoral Dissertation Defense](#)
 - (2) [Dissertation Signature Sheet](#).
- The student should initiate these forms using their Lehigh email address (e.g., abc213@lehigh.edu), (no alias or personal email). The student should use their committee members' full name and Lehigh email address (e.g., drx123@lehigh.edu) (no alias or personal email, e.g., Charles.Xavier@lehigh.edu). Non-Lehigh email addresses can be used for committee members who are not Lehigh faculty. Non-Lehigh committee members should be added last on the Defense Form. This form will allow committee members to officially report their evaluation of the dissertation defense.
- Please alert your committee members to look for the DocuSign forms.

3. Submission of Dissertation Packet

- Once all changes recommended by the dissertation committee have been made, the student will email a Microsoft Word version of the final dissertation to the Executive Assistant to the Dean at mad415@lehigh.edu.
- The student should submit the following paperwork to the Executive Assistant to the Dean which will be forwarded to RAS:
 - a. Title Page
 - b. Abstract
 - c. Bursar Fee Receipt (online payment Instructions below)
 - d. ["Open Access Permission Form"](#)
 - e. Completed ["Commencement Program Information"](#) Form
 - f. Certificate of Completion, which is produced after completion of the Survey of Earned Doctorate at (<https://sed-ncses.org>)

4. After Submission of Final Dissertation and Paperwork

- The **Executive Assistant to the Dean** will verify that the Dissertation adheres to Dissertation Guidelines located at: http://coe.lehigh.edu/sites/coe.lehigh.edu/files/documents/dissertation_guidelines.pdf.
- The **Executive Assistant to the Dean** will send an email to the student indicating approval (or necessary edits) of the Dissertation. This final review may take 5 business days.
- The **student** will then upload their final dissertation onto the following website: <https://www.etdadmin.com/main/home?siteId=158>.

- The **Executive Assistant to the Dean** will locate the dissertation on the ProQuest website and start the “ProQuest checklist” certifying compliance on all steps of the dissertation process. An email will automatically be sent to the student from the ProQuest ETD Administration site as to whether the dissertation is accepted or changes need to be made.
- Once the dissertation is accepted on ProQuest, the **Executive Assistant to the Dean** will create a clearance letter to the Vice Provost and Vice President for Academic Affairs. The dissertation and supporting documents will be sent to the student, RAS, the Dissertation Committee Chair, and the Program Coordinator.
- The **Executive Assistant to the Dean** will add the following documents in the student’s folder (Last Name, First Name, LIN) in the RAS Clearance Drive:
 - LN, FN, Title Page and Abstract
 - LN, FN, Receipt
 - LN, FN, Clearance Letter to Registrar
 - LN, FN, Open Access Form
 - LN, FN, Commencement Program Info Form
 - LN, FN, Report on the Dissertation Defense
 - LN, FN, Dissertation Signature Sheet
- The **Executive Assistant to the Dean** will enter all Dissertation Committee members and Dissertation information into Banner.

Paying Dissertation Upload Fee Online

- The **student** may pay their fees in the [Marketplace](#) under Registration & Academic Services.