

- for the committee to determine that the student fully understands the dissertation’s research procedures, findings, and implications
- for the committee to evaluate the dissertation in order to determine if further revisions are necessary and if the student may proceed to graduation.

11.3. THE ORAL DEFENSE MEETING

The student’s presentation and defense is open to all faculty that teach in the PhD in Organizational Leadership program. If the student and the committee unanimously agree to open the defense to the public, other PhD students, faculty members, and the general public will be allowed to attend the defense. No audience will be permitted to ask questions or make comments during the defense. The committee discussion of the dissertation quality and the decision to recommend approval is a closed session limited to the members of the committee.

The dissertation should be in final form before the defense. While the APA reader may suggest some minor revisions in APA style or format, the expectation is that the dissertation is in the best possible condition before defense. The oral defense is *not* a working session to continue to refine the dissertation.

11.4. APPROVAL OF THE DISSERTATION

The committee must unanimously approve the dissertation as a contribution to scholarly research. The committee may approve the dissertation at the meeting, or the student may be asked to submit changes to the chair or the entire committee before the approval page is signed by the committee, or the student may be asked to make changes and schedule another oral defense. A form for committee signature is provided in Appendix K.

Students may use the title “Dr.” upon successful defense of the dissertation.

SECTION 12: SUBMITTING THE FINAL COPY OF THE DISSERTATION

12.1. REVISIONS AND CORRECTIONS

Following the defense, students make necessary modifications in the written dissertation as requested by the committee. These modifications are approved by the dissertation chair and any other member of the committee who wishes to review them. This should occur promptly, since several steps remain before students will be approved to participate in a commencement ceremony.

12.2. CHECK FOR APA FORMAT

The final corrected copy is then submitted to a technical reader, who checks the dissertation for compliance with the *Publication Manual of the American Psychological Association* and university guidelines. As noted earlier, any departures from standard APA format that are desired by the student and dissertation chair must be communicated to the reader by the chair.

The Director of Eastern University's writing center serves as the APA reader. The University will pay \$30 an hour up to five hours. If the reading takes more hours than covered by the university payment, students pay the remainder. This amount is billed by the university, and students may not graduate until this and all fees have been paid.

The marked-up copy is reviewed by the dissertation chairs and returned to the students for correction. Students may choose to arrange with an approved APA reader to make the corrections at their own expense. In either case, the final copy is signed off by the reader and returned to the student for duplication.

12.3. PAPER AND PRINTING

All final copies for the university libraries, departments, and faculty are to be submitted unbound. Paper must be acid-free and 20-lb. weight or better, 25% cotton-white, laser quality. Black and white printing is expected. However, if a colorful presentation is absolutely necessary of a portion of the dissertation, the chair seeks approval from Program Chair.

A laser printer produces originals suitable for reproduction.

12.4. ORDER FORM AND FEES

Students must pay a fee for binding. See the sample order form in Appendix L. Students should ask about current fees, as they may change without notice.

12.5. METHOD OF SUBMISSION

Two copies with original signatures are needed for the Eastern libraries—one for Warner Library and one for the PhD professional library. One electronic copy is also to be provided to the PhD Department, which will forward an electronic copy to the university library. Students may submit their personal copies for binding to the library along with binding fees.

All unbound copies must be submitted to the committee chair in an 8-½" x 11" box or envelope. Each box or envelope should be marked on the side with the student's name and degree. If two or more copies are in one box, a colored paper should separate them.

12.6. ADDITIONAL FORMS

Upon submitting the final copy of the dissertation to the department, students must complete the Survey of Earned Doctorates. The link to the survey is accessible from the PhD Student Resource site. Students should submit the completed survey to the Administrative Manager of the PhD program.

SECTION 13: GRADUATION AND BEYOND

13.1. THE GRADUATION CEREMONY

A notice of intent to graduate must be filed with the Registrar by the deadline, currently 180 days prior to graduation. Students can find this form on the Registrar's website.

13.2. DEGREE POSTING

The degree is not posted on the students' transcript until the end of the term in which the defense is held and the publication copies of the dissertation have been submitted to the university library. Degree posting dates conform to those stated in the Graduate Catalog.