

JDP Dissertation Process

Step 1: Finding Resources

You should familiarize yourself with the following resources.

- The Office of Graduate Education (OGE) website: <https://www.du.edu/graduate-education/current-student-resources/dissertation-thesis-information>

The schedule of deadlines is found under Dissertation/Thesis Deadlines. The OGE forms are also found here.

The image shows a grid of six resource cards from the Office of Graduate Education website. Each card has a circular icon at the top, a title, a brief description, and a button at the bottom. The 'Dissertation/Thesis Deadlines' card is highlighted with a red border.

 Resources for a Virtual Oral Defense Students defending a dissertation or thesis in the spring 2020 term will be permitted to conduct their oral defense by video via Zoom for all committee members to view. View Resources	 Dissertation/Thesis Deadlines The Schedule of Deadlines has been updated for the spring 2020 term and all deadlines have been extended one week. View Deadlines	 Oral Defense Committee Recommendation Form This form should be submitted to the Office of Graduate Education as soon as your proposal has been approved. Download Form
 Schedule of Oral Defense Four weeks prior to your oral defense, you must submit a copy of this form to the Office of Graduate Education and your department to schedule your oral defense. Download Form	 Thesis and Dissertation Formatting Guidelines Review this comprehensive checklist and formatting model for insight into style and arrangement requirements. View Guidelines	 Thesis and Dissertation Submission Instructions Follow these instructions to electronically submit your thesis/dissertation. View Instructions

- The JDP Portfolio site: <https://portfolio.du.edu/jointphd>
 - Under *Student Handbooks* you will see your handbook (based on the year you were admitted). There is a dissertation section in the handbook.
 - Under *Forms* you will find the JDP forms you will need.

Step 2: Enroll

To maintain good standing, you **must** enroll in something every term except for summers. For the first eight quarters (3 quarters in year 4, 3 quarters in year 5, and 2 quarters in year 6) you take one unit of Independent Research (RLGN 6995) each term. After that you will take one unit of RLGN 6995 each fall until you are completely finished with your degree.

In any quarter in which you are not taking RLGN 6995, you will enroll in CE (Continuous Enrollment) to maintain good standing. Use the Continuous Enrollment Approval Form.

You may also need to enroll in CE at the same time you are taking an RLGN 6995 unit if there is a reason why you must be a “full-time” student. This may be for students on the GI bill, those with international visas, or if you have financial aid or scholarships that require full time enrollment.

Be sure to check with the Program Manager if you have any questions about what you need.

Step 3: Petition to Form a Dissertation Committee

Once you have asked your committee members you will need to submit the JDP Petition to Form a Dissertation Committee. This should be done well before you are ready to schedule your proposal defense.

You will get the signatures of the committee members then submit the form to the Program Manager at Rhonda.Eaker@du.edu. Rhonda will get approvals and then return a copy of the signed document to you. There is also a DocuSign version of the form.

Step 4: Dissertation Proposal Form

Prior to your proposal defense you will complete the JDP Dissertation Proposal Form. The librarian’s signature may take some time to get so plan to start working on this form well ahead of time. Submit it to the Program Manager at Rhonda.Eaker@du.edu along with a proposed time for your proposal defense. Rhonda will find a room and/or set up the zoom link.

Step 5: Defend your Proposal

You are encouraged to target the fall of your fourth year to defend your proposal. **Please note that you must have your language requirement done prior to the proposal defense.** Details about how to meet the language requirement can be found on [Portfolio](#).

At your proposal defense, you will bring the hard copy of [JDP Proposal Results Form](#). The Program Manager will retain this form.

The Thesis/Dissertation [Oral Defense Committee Recommendation Form](#) should also be brought to the defense for signatures. The Program Manager will take the form to obtain the JDP Director's signature and send it to OGE with a copy back to you.

In the event of a virtual or hybrid defense it is your responsibility to usher these forms through the process of getting them signed electronically.

Step 6: Write your Dissertation

Keep an eye out for the **Dissertation Fellowship**. This is a scholarship given annually to JDP students who are in the dissertation phase. OGE also has a dissertation fellowship.

Continue to be sure that you are registering for at least one dissertation unit (RLGN 6995) every quarter (except summer) until you have the required 8 units. Use the [Application for Independent Study, Independent Research or Directed Study](#) form.

Step 7: Defend your Dissertation

The [Schedule of Oral Defense](#) is due to OGE 4 weeks before the date of the dissertation defense. Submit it directly to OGE with a copy to the JDP Program Manager, Rhonda.Eaker@du.edu. At this point you will connect with Rhonda to schedule your dissertation defense and provide you abstract.

Step 8: Submit your Dissertation

There is only one week between the final date for an oral defense and the date that final revisions are due. For many students this is not enough time for revisions, so it is **HIGHLY RECOMMENDED** that you schedule your defense well in advance of the OGE defense deadline. Your Outside Chair will submit the Result of Oral Defense on your behalf to the OGE. You will need to format and submit your final dissertation based on the policies of [OGE](#).

Step 9: Graduate

As you approach your completion date, you need to apply to graduate. You must apply to graduate at least 2 quarters in advance so you will want to make your best guess about when you will be ready. See here for instructions and deadlines: <https://www.du.edu/graduate-education/current-student-resources/graduation-requirements>

Dissertation Checklist

- Bookmark the OGE Website and the JDP Forms Website
- Print out the Dissertation/Thesis Deadline schedule and keep it handy
- Make note of the deadlines for applying to graduate
- Complete the [Application for Independent Study, Independent Research, Directed Study Form](#) for RLGN 6995 credit each quarter of dissertation credit
- Complete the [Continuous Enrollment Form](#) as needed
- Create your dissertation committee and submit the JDP [Petition to Form a Dissertation Committee](#)
- Make sure that the Program Manager has a record of how you met your language requirement.
- Schedule your proposal defense with the Program Manager by submitting the [JDP Dissertation Proposal Form](#) three weeks before your proposal defense
- Apply for the OGE and JDP Dissertation Fellowships
- At your proposal defense get the [Thesis/Dissertation Oral Defense Committee Recommendation Form](#) and the [JDP Dissertation Proposal Form](#) signed.
- Submit the [Schedule of Oral Defense](#) 4 weeks prior to your dissertation defense
- Format and submit your final dissertation