Please keep in mind:

- The entire Dissertation Format Review process must be completed before your graduation date can be posted on your transcript.
- The process typically concludes with the uploading of the final dissertation to ProQuest.
- The Format Reviewer will review dissertations in the order received. The sooner you submit your dissertation for Format Review, the sooner you will receive a response.
- The Format Reviewer is not an editor. Consider using the services of an outside editor before submitting.
- Until the dissertation format review process has been completed, you must do the following each semester:
  - apply for graduation
  - apply for Dissertation Format Review
  - register for Maintenance of Matriculation

**SEQUENCE OF EVENTS**
(from passing orals to uploading to ProQuest)

   - Submit a copy of the “Evaluation of the Dissertation Oral Defense” form to your Academic Unit/Division


3. Hand deliver the following to your Academic Unit/Division:
   - A bound, hard copy of your dissertation – ONLY IF requested by your mentor

4. Via Fordham email, the Dean’s Office will:
   - Confirm receipt of the “Submission of Dissertation for Format Review” form
   - Request an electronic copy of your dissertation for use by the Format Reviewer

5. In response to the email, send an electronic copy of your dissertation in Word format (.docx or .doc).
   - Be sure to “reply to all”
   - You may incorporate a personal email in the correspondence; however, your Fordham email address must remain as a recipient throughout the process.
6. After the dissertation has been reviewed, you will be notified of one possible outcome:
   - Satisfactory format, pending submissions recommended by the Format Reviewer, OR
   - Unsatisfactory format, second review required by the Format Reviewer

   In either case:
   - Revise the original dissertation as recommended by the Format Reviewer
   - Review edits and changes with your mentor

   Unsatisfactory review (steps 3-5 will repeat until a Satisfactory is received):
   - Submit to your Academic Unit/Division, a completed “Submission of Dissertation for Format Review” form, noting “Review #”

7. After making final revisions, submit to your mentor for review and final approval:
   1. The “Candidate Response to Satisfactory Format Review” form
   2. An itemized list of corrections made
   3. Rationale for not making any recommended changes
   4. A bound, hard copy of the revised dissertation – ONLY IF requested by your mentor
   5. A bound, hard copy of the dissertation as returned by the Format Reviewer (i.e., the document with track changes) – ONLY IF requested by your mentor

8. Upon final review and approval by your mentor, the “Candidate Response to Satisfactory Format Review” form should be signed by:
   - Your mentor
   - The Chair of the Academic Unit/Division

9. You will be notified by the Dean’s Office to:
   - Upload the final dissertation to ProQuest
   - Complete the Survey on Earned Doctorates (PhD candidates only)

10. Upon completion of the dissertation format review process, the Dean’s Office will:
    - Send to you the “Completion of Dissertation Process” form
    - Notify the following of your completion:
      - Assistant Dean of Administrative Services
      - Academic Unit/Division
      - Academic Records