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 on 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.

SEQUENCE OF EVENTS
(From Oral Defense to ProQuest Upload)

   - Candidate makes any revisions to the dissertation suggested by committee and mentor

2. Candidate’s revisions are accepted by committee and mentor
   - Division/Division Secretary submit to Dean’s Office:
     - “Submission of Doctoral Dissertation for Format Review” form, noting Review # 1
     - “Honesty Statement”

3. Dean’s Office receives forms
   - Dean’s Office requests* from Candidate:
     - An electronic copy of the dissertation (for use by the format reviewer)

4. Candidate sends electronic copy such that:
   - Document is in Word format (.doc or .docx)
   - IRB Report of Action is incorporated as an Appendix in the manuscript
   - Response was sent with a “reply to all”

5. Dean’s Office notifies Candidate of format review outcome, either:
   - Satisfactory format, pending revisions as recommended by the Format Reviewer
   - Unsatisfactory format; second review required by the Format Reviewer
(6) **Candidate revises dissertation**
- Candidate and Mentor review the Format Reviewer’s recommendations
- Candidate revises dissertation as recommended by Mentor and Format Reviewer

- (6a) Candidate with satisfactory review:
  - Submits to Division/Division Secretary:
    - “Candidate Response to Satisfactory Format Review” form
    - Itemized list of corrections made \(\leftarrow\) IF requested by mentor
    - Rationale for not making any recommended changes \(\leftarrow\) IF requested by mentor

- (6b) Candidate with unsatisfactory review:
  - Submits to the Division/Division Secretary:
    - “Submission of Doctoral Dissertation for Format Review” form, noting Review #
      (Candidates are charged $500 for additional reviews)

(Steps 3, 4, 5, and 6b repeat until a satisfactory review is achieved)

(7) **Dean’s Office receives “Candidate’s Response” form**
- Sends instructions to Candidate for:
  - Completing the Survey on Earned Doctorates (PhD candidates only)
  - Uploading the final dissertation to ProQuest

(8) **Candidate receives instructions**
- Completes the Survey of Earned Doctorates (in their graduating semester)
- Uploads dissertation to ProQuest
  (The upload is examined for adherence to GSE and APA formatting standards.)

(9) **Dean’s Office informs Candidate of a successful dissertation format review process**