



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

GRADUATE SCHOOL OF EDUCATION

Dissertation Format Review Process

- 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)

- (1) Candidate passes Oral Defense of the Dissertation**
 - 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:
 - "Evaluation of the Dissertation Oral Defense" form
 - "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 ← IF requested by mentor
 - Rationale for not making any recommended changes ← 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**