

# Dissertation Forms and Editorial Manager (EM) Submissions

## Chair Request

- **Deliverable:** [Chair Request Form](#)
- **Must be Approved by:**
  - Chair
- **Method of Submission/Approval:** Submission of form through EM

## Committee Request

- **Deliverable:** [Committee Member Request Form](#)
- **Must be Approved by:**
  - Committee Member
- **Method of Submission/Approval:** Submission of form through EM

## Letter of Intent

- **Deliverable:** [Dissertation Letter of Intent - Writing Guide](#)
- **Must be Approved by:**
  - Chair
  - Methodological Reader
- **Method of Submission/Approval:** Submission / Approval through EM (Dissertation Proposal)

## Proposal Review

- **Deliverable:** Chapters I-III
- **Must be Approved by:**
  - Chair
  - Committee Member
  - Methodological Reader
- **Method of Submission/Approval:** Submission/Approval through EM (Dissertation Proposal)

## Preliminary Oral Defense

- **Deliverable:** Preliminary Oral Defense Presentation
- **Must be Approved by:**
  - Chair
  - Committee Member
  - Methodological Reader (optional)
- **Method of Submission/Approval:** Submission/Approval through EM (Preliminary Oral Defense Presentation)

## IRB Review

- **Deliverable:** [Request for IRB Review](#) & [Research Summary](#)
- **Must be Approved by:**
  - Chair
  - Institutional Review Board (IRB)
- **Method of Submission/Approval:**
  - Request for IRB Review: signed by Chair and sent to [IRB@uagc.edu](mailto:IRB@uagc.edu)
  - Approved by IRB (see [IRB Handbook](#) for submission details)

## Final Review

- **Deliverable:** Chapters I-IV
- **Must be Approved by:**
  - Chair
  - Committee Member
  - Methodological Reader
- **Method of Submission/Approval:** Submission/Approval through EM (Full Dissertation Review)

## Final Oral Defense

**Deliverable:** Final Oral Defense Presentation (presentation slides)

- **Must be Approved by:**
  - Chair
  - Committee Member
  - Methodological Reader (optional)
- **Method of Submission/Approval:** Evaluation approved by Chair through EM (Final Oral Defense Presentation)

## Final Manuscript Review / Dean's Review

- **Deliverable:** Signed Final Manuscript & [Certification of APA Style Compliance](#)
- **Must be Approved by:**
  - APA Editor (signed form)
  - Dean's Editor
  - Dean
- **Method of Submission/Approval:** Submission of final manuscript and Certification of APA Style Compliance to EM (Final Manuscript Submission); approved by Dean's Editor through EM

## Petition to Graduate

- **Deliverable:** [Petition to Graduate – Doctoral](#)
- **Must be Approved by:** *(Required for approval to graduate and attend commencement ceremony)*
  - Student
  - Chair
- **Method of Submission/Approval:** Form signed by Chair and emailed to: [Student.records@uagc.edu](mailto:Student.records@uagc.edu)

## As needed to change a Chair or Committee Member (optional)

- **Deliverable:** [Request to change Chairperson or Committee Member](#)
- **Must be Approved by:**
  - Student
  - Old Chair / Committee Member
  - New Chair / Committee Member
- **Method of Submission/Approval:** Email signed form to [registrarsOffice@uagc.edu](mailto:registrarsOffice@uagc.edu)