

**Florida Atlantic University – College of Education
Doctoral Dissertation Submission Checklist**

Name: _____

Semester/Year: _____

Committee Chair: _____

Department: _____

Step	Requirement	Student Initials	Date
Pre-Defense Requirements			
1.	Plan of Study: Approved and on file with the Graduate College.		
2.	Enrollment: Registered for at least one credit during the semester of graduation.		
3.	Application for Degree: Submitted through FAU’s Academic Calendar deadlines.		
4.	Formatting Review: Submitted to Graduate College at least two weeks prior to defense.		
5.	Signature Page Approval: Format approved by Graduate College before obtaining signatures.		
6.	Dissertation Announcement Shared: Two weeks prior to the defense.		
Defense & Post-Defense Requirements			
7.	Dissertation Defense: Successfully defended with full committee participation.		
8.	Revisions Completed: All committee-recommended changes made.		
9.	Final Committee Approval: All members have approved the final dissertation.		
Dissertation Submission to the College of Education Dean's Office			
10.	Final Dissertation Proofreading: Carefully reviewed for grammar, formatting, and citation accuracy.		
11.	Reference List Verification: Ensured all citations in the dissertation have corresponding entries in the reference section.		
12.	APA Formatting Compliance: Checked all references for proper APA formatting, punctuation, and consistency.		
13.	Reference Cross-Checking: Confirmed that all sources cited in the reference list appear in the body of the dissertation and vice versa.		
14.	Manuscript Submission to CoE Dean’s Office: Submitted for review and approval before Graduate College submission. <ul style="list-style-type: none"> • Submit dissertation via COE Dissertations Canvas site which includes submission through Turnitin. As part of Turnitin submission, select review options of Similarity and Citation check. 		
15.	Revise Manuscript Based on Turnitin Review: As appropriate, addressed Turnitin comments.		

16.	Final Submission to CoE's Dean's Office: Submitted revised, based on Turnitin comments, to COE Dissertation Canvas Site. Also submitted completed Dissertation Submission Checklist.		
Dissertation Submission to the Graduate College			
17.	Final Manuscript Submission: Submitted to Graduate College by the deadline with committee-approved corrections.		
18.	Transmittal Memo: Completed and signed by student and advisor.		
19.	Electronic Submission: Dissertation uploaded in PDF format to FAU Electronic Library (Upload Here).		
20.	ProQuest Submission: Dissertation uploaded to ProQuest (Submit Here).		
21.	Publishing Selection: Chose either Traditional (Free) or Open Access (\$95) publishing.		
22.	Copyright Registration (Optional): Completed through ProQuest (\$75 fee).		
23	Survey of Earned Doctorates: Completed (Survey Link).		
Final Approval & Graduation Requirements			
24	Graduate College Approval: Final format approved by the Graduate College Dean.		
25	Final Manuscript Package Submitted: All required documents and fees submitted.		
26	Personal Copies (Optional): Ordered bound copies if desired.		

Important Notes:

- **Proofreading is essential** for APA 7th Edition or later to ensure all in-text citations, the references list, and formatting throughout the manuscript meet the FAU, College, and Department requirements.
- **No revisions** may be made after final approval except for Graduate College corrections.
- Contact the Graduate College Degree Completion Office at GraduateWriting@fau.edu or (561) 297-2817.