



Proposal and Dissertation Submission Process FAQ

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Table of Content

- **Overview of Proposal Process – Slide 3**
- **Overview Proposal Submission – Slides 4 – 9**
- **Overview Proposal Forms – Slides 10 – 16**
- **Overview ARB – Slides 17-19**
- **Overview IRB – Slides 20-24**
- **Non-SAS Committee Member Process – Slide 25 - 26**
- **Overview if Dissertation Process – Slide 27**
- **Oral Defense Process - Slide 28**
- **Dissertation Submission – Slides 29 - 34**
- **Dissertation Results - Slide 35 - 36**
- **Dissertation Approval – Slides 37 - 39**
- **Contact Information - Slide 40**

Overview of Proposal Process

- **What is the proposal submission?**

The *Proposal Submission* consists of the proposal document (chapters one, two, and three of the dissertation) and all required supporting forms. The proposal is submitted as a *package* that is comprised of several individual files.

- **What steps are involved with the proposal approval?**

1 – *Learner Submission of Proposal Package* – The submission is initiated through the SAS Web after you have received approval to submit from all three official committee members listed in the SAS Web.

2 – *Forms Review* – Forms are processed by SAS Administration to verify that you have all appropriate documents, along with any required signatures have been submitted.

3 – *Academic Review Board (ARB)* – The School of Advanced Studies Academic Review Board (ARB) members evaluate the proposal (e.g., chapters 1, 2, 3) for requirements specified in the Academic Review Checklist.

4 – *Institutional Review Board (IRB)* – Members of the University of Phoenix Institutional Review Board (IRB) perform an assessment of the proposal to ensure that it meets all standards for the treatment of human research participants.

Overview of Proposal Submission

- **What is the timeline of the proposal approval process?**

Each step is done in progression. If the submission does not pass a step in the process, it will remain there until that particular step is successfully completed. Resubmissions may be required if indicated by the respective reviewing body.

As a thorough review is conducted, you can expect the review process to take at least 20 business days. This is only a guideline, not a guarantee. Some reviews will take more or less time, due to the variants of each proposal.

- **When am I eligible to submit my original proposal?**

You are eligible to submit the proposal package after you have successfully completed the Year 3 residency. You also must be currently enrolled in a Year 3 Group Study course, a DOC/733 course, or within 28 days of completing a DOC/733 course.

- **Where do I submit my original proposal?**

You submit the proposal through the SAS Web. The link to the SAS Web is located on your *ecampus.phoenix.edu* home page under *Services*. You will find a *submit* button in the *Proposal Submission* section on your SAS Web page when you are eligible to submit.

Overview of Proposal Submission

- **How do I submit my proposal?**

Click on the *submit* button found in the *Proposal Submission* section on your SAS Web page. Select the type of submission (original, ARB-resubmission or IRB-resubmission), which will bring up the fields of required forms/documents. Browse to find and upload your documents for each required field. Once you have uploaded all required items, hit the *submit* button. You will receive verification of a successful submission on your SAS Web or you will see error messages if it could not be processed.

- **What types of document formats are allowed in my submission?**

Only doc (Word Document) for forms, zip (compressed), and xls (Excel) files are accepted for the Change Matrix (for resubmissions). All other file extensions will be rejected. Please note that The Human Subjects Certificate (CITI) and Turnitin Report can only be submitted as a Word or PDF document. *All forms that you download from the SAS Web in MS Word format should be submitted as Word documents, with attachments and pictures allowed to be embedded in the other formats.*



Overview of Proposal Submission

- **What if I have a document that is not in one of the accepted formats?**

All files not in an acceptable format will have to be converted. Please contact Doctoral Technical Support (1-800-803-0733) for assistance with converting files.

- **What should I name my files?**

File names should always be under 50 characters - including any spaces and file name extensions. It is recommended that you use the name of the respective form when naming your files (i.e.: Proposal Cover Page). Please do not include your name in any of the file names. A suggestion is to date each file name to ensure you are uploading your most current documents.

- **What is the maximum size for submissions?**

Maximum file size is 7MB. If the combined size of the proposal package is over 7MB, the submission will be rejected.



Overview of Proposal Submission

- **What do I do if my proposal package exceeds the maximum size?**

If the package exceeds 7MB, it will be rejected. You will need to compress files or change files to other formats that are smaller than 7MB. Often, pictures or scanned files (such as .bmp) can cause the submission to be over 7MB. Common software applications such as MS Paint can convert .bmp files into smaller file sizes. Recommended picture file extensions are .jpg, .gif, and .png. Using MS Paint software for converting .bmp files to recommended extensions is as easy as using the *Save As* feature. Compressing files using the Zip or RAR utility can also help minimize the file size.

- **What is the recommended download method?**

A high-speed connection is recommended. Dial-up modems (56kbs) are sufficient for smaller downloads; however, larger downloads may take a long time to submit through this method.



Overview of Proposal Submission

- **What if I get an error message when trying to submit my proposal?**

Make sure each file name is no more than 50 characters - including spaces and file name extensions - and that you have submitted all required documents for your particular type of submission. The size of your files may be another possibility that is preventing you from submitting. Please see above for ways to reduce file sizes. Also, please check that you are not submitting through a firewall. If you have corrected all errors and are still not able to process your submission, please contact your Academic Counselor for assistance.

Another possible problem is that all documents were not uploaded. Please make sure the appropriate files have been placed in each required upload section.

- **Should I email any proposal forms directly to SAS?**

No. After you have completed all the forms and your committee has reviewed each one for accuracy, you will upload the package through the SAS Web submission link. No forms should be emailed to SAS for the proposal review.

Overview of Proposal Submission

- **When is it appropriate to have my committee members review my proposal?**

The timing and manner in which you include your committee members should be determined between you and your mentor. It is recommended that you communicate regularly with your committee so that they are aware of your timeline.
- **What happens after I have submitted my original proposal?**

The Dissertation Process Liaison (DPL) sends out a verification email to the full committee indicating that a submission to the SAS Web has been made. You should inform your committee members prior to submitting, so that they can be ready to reply to the verification email as quickly as possible.

The committee members have 48 business hours to respond to the verification email. If these responses are not received, the submission will be **halted** until the remaining communications are received.

It is highly recommended that your committee assess all the supporting documents while reviewing the proposal.

Overview of Proposal Forms

FORMS:

■ Where can I find the forms needed for my proposal submission?

The forms are located in the SAS Web under the *Proposal Submission* section of the page. The link to the SAS Web is located on your *ecampus.phoenix.edu* home page under *Services*.

■ What forms are required for an original proposal submission?

- Proposal Cover Page
- Institutional Review Board Application
- Self-Assessment Academic Review Checklist
- Copy of the CITI Human Subjects Certificate
- Any Permission or other Appendixes
 - These are included in the Proposal after the Reference section
- Proposal
 - Please delete your name and committee member names from the cover page and appendices of the Proposal document as needed, so that a blind review can be conducted.

Overview of Proposal Forms

- What is a Turnitin report?

To ensure originality and to correct instances of unintended plagiarism, learners are now required to include a Turnitin® report from the Center for Writing Excellence (CWE) Plagiarism Checker as part of the proposal package.

To access the Turnitin® site, the learner should **log in** to his/her homepage <https://ecampus.phoenix.edu>. He/she should then select the **services tab** and go to the CWE. On the CWE page, “**submit paper**” on the left side. Please then scroll down to the bottom of the page and fill in the appropriate information and run a plagiarism check.

On this page, there is an option to also take a **tutorial** on the process.

Please note: each time the report is run, the learner is asked to rename the file or the documents results will render 100% plagiarism.

He/she should submit a Turnitin® report for all ARB **original submissions** and **resubmissions**. You should upload the proposal package including the Turnitin® report to the SAS Web.

*** Set the **Preferences** (Upper Left Corner of the screen) **prior to running the report**. Set Color-Code messages to **YES**, default mode to **SHOW HIGHEST MATCHES TOGETHER**, and auto-navigation to **JUMP TO NEXT MATCH**. Then Click on the Save button. Check the mode: (Right side of screen near top of report), it should read, “**show highest matches together**”. The final step is to download the report.

***This document must be submitted in either **Word** or **PDF** format.

Overview of Proposal Forms

- **How do I edit the forms I download from the SAS Web?**

Add your information directly into the document files, making sure to keep them formatted as MS Word documents.

- **What types of signatures do I need for my proposal submission?**

An ***Electronic Signature*** from the Mentor and mentee are required for the Institutional Review Board Application. A ***/s/*** is typed before each committee member's name to indicate it is an authorized electronic signature.

Example: /s/ John Smith

- **All** permission forms require **Ink signatures**. These forms include: *Permission to Use Premises, Permission to Use Existing Survey, and Letter of Collaboration*. The form(s) must be scanned into the Proposal as Appendix/Appendices to document the permissions that have been obtained. It is recommended that any scanned documents be in a .jpg, .gif, or .png format to minimize the document size. The Informed Consent form does not require an ink signature from participants until after IRB Approval.



Overview of Proposal Forms

- **What is the “self-review” listed on item 5 of the Proposal Cover Page?**

The *self-review* refers to the Self-Assessment Academic Review Checklist. On the checklist, **you** will score each item on a scale of 1 to 3, with 3 being the highest. This is completed prior to submission.

- **Do I send the Self-Assessment Academic Review Checklist with the proposal?**

Yes, you will send all of the required forms in your proposal package, including the Self-Assessment Checklist. The Self-Assessment Academic Review Checklist is also known as Form 5v2.

Overview of Proposal Forms

- **How extensive should the responses be on the IRB application?**
Responses should be complete but concise. If the response requires more detail, it should be in paragraph form.
- **What is a Verbal Script (Item 9 on the IRB Application)?**
The Verbal Script is an exact typed document of what the researcher will say to the participant during the interview or one-on-one meeting.
- **On Item 9 on the IRB Application, a Curriculum vitae or biographical sketch is referenced to submit. Is this required?**
No.
- **What constitutes “other documentation” (Item 9 on the IRB Application)?**
Other documentation is anything other than what is listed on the form that you have included as an appendix in the proposal document.

Overview of Proposal Forms

- **What should I submit for the CITI Human Subjects Certificate?**

You will submit the copy of your Human Subjects Certificate (also known as CITI Human Research Curriculum Completion Report) that was completed for the Year 2 Residency. This document should be submitted in either Word or PDF format. If you need to obtain a copy, please go to www.citiprogram.org. Please note that if the certificate has expired, you will have to complete the refresher course.

All new learners must select and complete CITI Modules 1-6 and 15. Returning learners who take the refresher course will only be required to complete Modules 1-5. These modules are listed for UOP when a new account is created. All learners needing a 2-year update must complete the CITI Refresher Program (Modules 1-5).

- **How long is the CITI Human Subjects Certificate valid?**

The CITI Human Subjects Certificate is good for two years. Please be aware that the certificate must remain active during the entire time data is being collected. If the certificate expires after IRB approval is granted, and data is still being collected, you will be required to take the refresher course.

Overview of Proposal Forms

- **What notifications will I receive regarding Forms Review?**

If you have passed Forms Review, an email will be sent to you and your full committee indicating this approval, and your proposal will automatically be sent to the ARB for review.

If you have failed the Forms Review, an email will be sent to you and your full committee indicating as much, and we will require you to resubmit the **Original Proposal** package (all items) through the SASWeb.

Pass/Fail notification should be sent to you within 3 business days of submission date.

Overview of ARB

ARB

- **What notifications will I receive regarding the ARB process?**

Both you and your committee will receive all correspondence regarding the status of your ARB approval process. Please review any correspondence and follow up with your mentor and committee members as necessary.

If your proposal is APPROVED or APPROVED with CHANGES by the ARB, an email will be sent to you and your full committee indicating this approval, and we will forward your proposal to the IRB for review.

If your proposal is HALTED or NOT APPROVED by the ARB, an email will be sent to you and your full committee indicating as much, and you will be required to resubmit the entire proposal (*with all corrections*) back to the SASWeb – using the **ARB Resubmission** option. Please note a **Change Matrix** will also be required for the re-submission - which is included as a field with the resubmission option

Overview of ARB

- **Do I have to be actively enrolled in an SAS class to submit or resubmit to ARB?**

A learner must be enrolled in class to submit or resubmit. However he/she can also be allowed one submission within 28 days (including weekends) of a class completing a dissertation course.

- **Do I need to update names and dates on the forms for an ARB Resubmission?**

Yes, all forms need to have updated dates in any re-submission. In addition, you should verify that all current committee names and email addresses are correct, as we use this information to communicate the review results.

- **What is a Change Matrix?**

A Change Matrix is required for all resubmissions. The Change Matrix is designed to reflect changes made, including what was done to correct the error and where the change is located in the document. Please submit this change matrix in an excel document and upload it with all other required items to the SAS Web. A *sample* change matrix is provided in the SAS Web forms when you choose any of the resubmission options.

Overview of ARB

- **What does ARB *Approved with Changes* mean? Will I have to resubmit the proposal to ARB?**

You have passed ARB and your documents have been forwarded for review to IRB. You do not need to resubmit your proposal with the required ARB changes at this time, *but* you must ensure that all corrections noted in the review are addressed before you submit your dissertation for final approval.

Overview of IRB

IRB

- **What notifications will I receive regarding the IRB process?**

If you have been APPROVED by the IRB, an email will be sent to you and your full committee indicating this approval. You will then be eligible to begin collecting data.

- If you have NOT BEEN APPROVED by the IRB, an email will be sent to you and your full committee indicating as much, and we will require you to resubmit the Proposal, IRB Application, and Change Matrix through the SASWeb – using the **IRB Resubmission** option.

Overview of IRB

- **What is an Exempt Study?**

An Exempt study is any study that does not include a protected class; i.e. pregnant women, cognitively impaired, information of a sensitive nature, children under 18 and prisoners.

- **What is a Non-Exempt Study?**

A Non-Exempt study is any study that **does** include a protected class; i.e. pregnant women, cognitively impaired, information of a sensitive nature, children under 18 and prisoners. Any study involving this information will be sent to the Full IRB Board. The Full IRB Board process is listed below.

Overview of IRB

- **What is Archival Data?**

Archival data are data that already exist that have been collected and stored; usually 'data' means computer-readable data. Archival data would include data collected by a particular organization or individual for a current or potential purpose, whether for documentation, protection from loss of data, payment, a potential future use, in case a of lawsuit, research, etc. All kinds of agencies keep records and collect data—such as, school districts, police departments, hospitals, medical clinics, and social service agencies. If the archived data are stored without being processed or altered from the original data source, they would be considered primary data. If the archived data are processed for a particular purpose before storage, then they would be considered secondary data unless used in the manner in which the original data were processed.

- **What does *IRB-Deferred* mean on an IRB result?**

If the results from the IRB come back *Deferred*, it means the proposal has to be reviewed by the **Full IRB** because the study involves a non-exempt class (pregnant women, cognitively impaired individuals, prisoners, children under 18, or sensitive information). Please be aware that the proposal approval process for studies involving a *non-exempt* class could take an additional 5-6 months.

Overview of IRB

- **What does the Full IRB Board process entail?**

All non-exempt studies will go through the following process in order to be approved by the **Full Institutional Review Board** (Full IRB).

The non-exempt study will be reviewed by two reviewers to make sure all necessary components are included in the IRB Form and that the proposal and all forms are completed and all errors are edited, (including grammar, spelling, and other unclear writing issues).

Once the review has been approved by the two reviewers noted above, it will then be forwarded to the full IRB Board for review and approval.

The IRB Application for a non-exempt study could be “not approved” during any of the reviews noted above. Thus, there is **no guarantee** that if it is approved by one review, it will be approved by all subsequent reviews. Each review is unique and could yield different results.

For a step-by-step process please contact your Academic Counselor.

Overview of IRB

- **What must be addressed in my IRB Change Matrix?**

The IRB would only like to see the changes required for the IRB Application. You do not need to include any ARB changes if this section of the review has already been approved.

- **Do I have to wait for IRB approval to begin collecting data?**

Yes. Under no circumstances should you begin collecting any data or conduct a pilot study until IRB approval has been granted.

- **Do I have to be actively enrolled in an SAS class to submit or *resubmit* to IRB?**

No.

- **How long is my IRB Certificate valid?**

The certificate is good for one year. If you are not done collecting data after a period of one year, you will need to resubmit to IRB to receive an updated approval.

Non-SAS Committee Member Process

- **Can I have a Committee Member outside of SAS?**

Your mentor must be an SAS approved faculty member, but you may add a general committee member outside of SAS by following these steps. Contact your Academic Counselor to discuss the qualifications necessary for adding a Non-SAS committee member (conferred degree, etc.). Your Non-SAS member request is made through the SAS Web via your Committee Management box. Click on an available "Add" button in the Committee slots, which will take you to the search function. Click on the "Add Non-SAS" button near the bottom of the page. Fill out all of the information on this page and click the "Add" button. Once you have formally made the request on the SAS Web, an email will be sent to the prospective committee member. The requested committee member needs to submit additional information and documents to SAS Administration. *We cannot process the request until we receive all of the required information.*

Non-SAS Committee Member Process

- **Can I have a Committee Member outside of SAS? (continued)**

Provide a one page rationale to your Academic Counselor that indicates the value this individual will provide to your dissertation that you were not able to find within the pool of faculty at UoP. SAS Admin will then make contact with the candidate to collect the necessary paperwork. Upon receipt of all documents, SAS Admin will review all of the information provided and notify you and the prospective Committee Member of the decision. The review can take 5-10 business days, once all information has been received.

- **What if my external committee member contact information changes?**

Please contact your Academic Counselor. He/she will inform the Dissertation Process Liaison on how to fix the error.

Overview of Dissertation Process

- **What steps are involved with the dissertation approval?**

1 – *Oral Defense* – You will demonstrate the significance of your research and explain the research process to those in attendance. The defense should occur when the Mentor/Chair and other committee members agree that the Mentee has completed work of sufficient quality to merit the doctoral degree.

2 – *Learner Submission of Dissertation* - The submission is initiated through the SAS Web after you have completed his/her defense and received approval to submit from all three official committee members listed in the SAS Web.

3 – *Dean's Review of Dissertation* – A review of the dissertation is done by the Dean's Office.

Each step is completed in progression. If one-step in the process is not successfully completed, you may not move on until that particular step is passed. Resubmissions may be required for some of the steps if indicated by the respective reviewing body.



Overview of Dissertation Oral Defense

- **Where can I find information about the oral defense process?**

All information is located in the DOC/734 (DOC/734A, DOC/734B) rEsource course page.

- **Do I need to be enrolled in an SAS class to conduct my oral defense?**

Yes, you need to be enrolled in a qualifying DOC/734 class (DOC/734, DOC/734A, or DOC/734B) to conduct your oral defense.

- **Does my full committee have to be in attendance for the oral defense?**

Yes. If a committee member is not able to attend, the defense will have to be rescheduled.

- **What do I need to do if my committee requires revisions after my oral defense?**

You must address any issues raised in the oral defense and then send all changes/revisions to your dissertation committee members for review. Once you receive approval from all committee members, you will be eligible to submit your dissertation through the SAS Web.

Overview of Dissertation Submission

- **When am I eligible to submit my dissertation?**

You are eligible to submit for dissertation approval after you have successfully completed your oral defense. Please note that you must be currently enrolled in a qualifying DOC/734 course (DOC/734, DOC/734A or DOC/734B) in order to submit (or re-submit) your dissertation.

- **Do I have to be actively enrolled in an SAS class to submit or resubmit my dissertation?**

A learner must be enrolled in class to submit or resubmit. However he/she can also be allowed one submission within 28 days (including weekends) of a class completing a dissertation course.

- **Where do I submit my dissertation?**

You submit your dissertation through the SAS Web. The link to the SAS Web is located on your ecampus.phoenix.edu home page under *Services*. You will find a *submit* button in the ***Dissertation Submission*** section on your SAS Web page when you are eligible to submit.



Overview of Dissertation Submission

- **How do I submit my dissertation?**

Click on the *submit* button found in the *Dissertation Submission* section on your SAS Web page. Select the type of submission (Original or Re-submission), which will bring up the fields of required forms/documents. Browse to find and upload your documents for your submission. Once you have uploaded your dissertation, hit the *submit* button. You will receive verification of a successful submission on your SAS Web, or you will see error messages if it could not be processed.

- **Are there any additional forms required for my Dissertation Submission?**

For *Original* dissertation submissions your Mentor is required to submit an Oral Defense completion form. This form is sent directly to the Dissertation Process Liaison from your Mentor, it is not sent through the SAS Web. For *Resubmissions* (if necessary) the learner is required to submit a Change Matrix. A sample of a Change Matrix can be found in the SAS Web.



Overview of Dissertation Submission

- **What should I name my files?**

File names should always be under 50 characters - including any spaces and file name extensions. It is recommended that you simply use the name of the respective form when naming your files (i.e.: Dissertation or Change Matrix). Please do not include your personal name in the file name. A suggestion is to date each file name to ensure you are uploading your most current document.

- **What is the maximum size for submissions?**

7MB, if the combined size of the dissertation submission is over 7MB, the submission will be rejected.



Overview of Dissertation Submission

- **What do I do if my dissertation submission exceeds the maximum size?**

If the dissertation submission exceeds 7MB, it will be rejected. You will need to compress files or change files to other formats that are smaller than 7MB. Often, pictures or scanned files (such as .bmp) can cause the submission to be over 7MB. Common software applications such as MS Paint can convert .bmp files into smaller file sizes. Recommended picture file extensions are .jpg, .gif, and .png. Using MS Paint software for converting .bmp files to recommended extensions is as easy as using the *Save As* feature. Compressing files using the Zip or RAR utility can also help minimize the file size.

- **What is the recommended download method?**

A high-speed connection is recommended. Dial-up modems (56kbs) are sufficient for smaller downloads; however, larger downloads may take a long time to submit through this method.



Overview of Dissertation Submission

- **What if I get an error message when trying to submit my dissertation?**

Make sure each file name is no more than 50 characters - including spaces and file name extensions - and that you have submitted all required documents for your particular type of submission. The size of your files may be another possibility that is preventing you from submitting. Please see above for ways to reduce file sizes. Also, please check that you are not submitting through a firewall. If you have corrected all errors and are still not able to process your submission, please contact your Academic Counselor for assistance.

Another possible problem is that all documents were not uploaded. Please make sure the appropriate files have been placed in each required upload section.

- **What types of document formats are allowed in my submission?**

Only doc (Word Document), zip (compressed), and xls (Excel) files are accepted for the Change Matrix (for resubmissions). All other file extensions will be rejected.



Overview of Dissertation Submission

- **What do I do if I have a document that is not in one of the “accepted formats”?**
All files not in an acceptable format will have to be converted into one that is. Please contact Doctoral Technical Support (1-800-803-0733) if you need assistance converting files.

- **What happens after I have submitted my dissertation?**
The Dissertation Process Liaison (DPL) sends out a verification email to the full committee indicating that a submission to the SAS Web has been made. You should inform your committee members prior to submitting, so that they can be ready to reply to the verification email as quickly as possible.

The committee members have 48 business hours to respond to the verification email. If these responses are not received, the submission will be **halted** until the remaining communications are received.

Overview of Dissertation Results

- **When do I provide ink signatures from my committee members for my dissertation submission?**

An INK Signature Page is created *after* the Dean has approved the dissertation and an email from the Dissertation Process Liaison has been sent with directions. ***(Please see the question “What is the process after the Dissertation has been approved” for more information.)***

- **What notifications are sent regarding the dissertation review?**

If your dissertation has been APPROVED, the Dean’s Office will send an email to your full committee indicating final approval.

If your dissertation has been NOT APPROVED, an email will be sent to your full committee indicating as much, and we will require you to resubmit *the Dissertation and Change Matrix* through the **Dissertation Resubmission** option in the SAS Web.

Your mentor is responsible for notifying you of your dissertation review results. Please contact your mentor to receive updates on your dissertation review status.



Overview of Dissertation Results

- **What is the timeline of the dissertation approval process?**

As a thorough review of your dissertation, you can expect the review process to take at least 25 business days. This is only a guideline, not a guarantee. Some reviews will take more time, due to the length of the dissertation or if resubmissions are required. You should also be aware that during certain peak periods, such as the months leading up to the graduation ceremonies, review times are generally longer.

Overview of Dissertation Approval

- **What is the process after the dissertation has been approved?**

1 – You submit the final dissertation, after making the corrections (if any) that were requested by the Dean, to the SAS Web, using the **Dissertation Resubmission** option. Even if no corrections were required, *a new submission is necessary for final processing.*

Please note if you have special tables or charts that could possibly be augmented during the conversion to PDF, it is your responsibility to inform the Dissertation Process Liaison before it is sent to the Library for final storage.

2 – After receiving the final submission, the Dissertation Process Liaison will email you about the final steps in the process, including complete information about the Ink Signature Page.

3 – Route an Ink Signature Page to your committee members. The *Dissertation Process Liaison will provide the **only** date* that will be placed on the Ink Signature Page for each committee member.

Overview of Dissertation Approval

- Send **1 copy** of the signature page in a legal size envelope, along with 3 pre-paid legal envelopes, writing the appropriate designated addresses for each committee member. **Note:** the learner can also pre-write the date provided by the Dissertation Process Liaison on all lines of the signature page to avoid confusion, if he/she wishes.
- The learner will send the package to committee member #1. After signing, the committee member will mail the page to committee member #2 using the designated envelope with the address already pre-written. Committee member #2 will again do as the previous and send on to the third individual. Committee member #3 will also sign his/her name and then mail the ink signature page to the address below.

University of Phoenix
School of Advanced Studies
M/S: AA-C711
4615 East Elwood Street
Phoenix, Arizona 85040

Overview of Dissertation Approval

Please note that if this is not done correctly, your signature page will be returned to you, and you will be required to submit a new signature page

4 – Your Ink Signature Page will be inserted into your dissertation. Once the University Library has both the Dissertation and INK Signature Page, you will receive an application via email from the University of Phoenix librarian regarding the ProQuest completion process. Upon the return of the ProQuest application, you will be able to obtain a copy of your dissertation about 120 days later.

- **How do I receive a copy of my approved dissertation?**

Once you have received Dean's approval and the University Library has both the Dissertation and INK signature page, you will receive an application via email from the University of Phoenix librarian regarding the ProQuest completion process. Upon the return of the ProQuest application, you will be able to obtain a copy of your dissertation about 120 days later.



Contact Information

- **Whom should I contact if I still have questions about the Proposal or Dissertation submission process?**

Please contact your Academic Counselor with any questions you may have about the Proposal or Dissertation process.