DPA Candidate Checklist

1. Review WCU Manual for Culminating Graduate Research and The Graduate School webpage: www.wcupa.edu/thesisdoc, and review relevant WCU policies in the Graduate Catalog: www.wcupa.edu/gradcatalog

2. Review formatting guidelines for DPA (APA 7th edition) and WCU (www.wcupa.edu/thesisdoc)
   a. **Follow the templates available by TGS for preliminary pages and final DPA Approval Page**

3. Review and complete the DPA Dissertation Memorandum of Understanding (MOU) with your Dissertation Supervisor, available on PPA Student Resources website.
   a. **MOU should be completed before enrolling in DPA 803**.
   b. **After MOU has been fully signed, students should also submit the information here**: https://tinyurl.com/yykuw284

4. Pass Comprehensive Exams
   a. Confirm advising note in Ramportal Degree Audit that indicates the date the exam is passed
      i. If there is not an advising note, please share the notification of your comprehensive exam results with your academic advisor. Your academic advisor is listed in Ramportal and they will add the note to your Degree Audit
   b. **The comprehensive exam must be passed before enrolling in DPA 803.**

5. Formalize committee members – 2 WCU faculty members, 1 member from WCU or outside WCU (forms on PPA Student Resources website)
   a. Committee Approval Form must be signed by Dissertation Supervisor, committee members, and then DPA Director
   b. **Committee should be formed and approved before enrolling in DPA 804**
   c. **After committee approval form has been fully signed, students should complete the Committee Inventory here:** https://tinyurl.com/39rvum2s

6. CITI Training (if needed) and IRB Approval (if needed)

7. Complete and submit Intent to Submit Form to Graduate School (www.wcupa.edu/thesisdoc)

8. Apply for graduation through Ramportal
   a. Instructions available here: https://www.wcupa.edu/academicEnterpriseSystems/ramportal/documents/apply-for-graduation.pdf
   b. Information about commencement is available here: https://www.wcupa.edu/Commencement/default.aspx

9. Work with Dissertation Supervisor to submit dissertation to DPA Dissertations D2L site for an academic integrity review
   a. If you do not have access in D2L, please contact your dissertation supervisor and the DPA program director to be added

10. Have committee approve and sign off on dissertation
    a. Submit signature page to Dissertation Supervisor and committee. Use the Graduate School DPA Approval Page template (www.wcupa.edu/thesisdoc)
    b. Submit dissertation and fully signed signature approval page to The Graduate School via Digital Commons (follow instructions on www.wcupa.edu/thesisdoc)

11. Check your degree audit and transcript that all NG/IP grades have been updated to a letter grade before the end of the semester you are graduating

12. Close out IRB protocol (if applicable).

DPA Dissertation Supervisor Checklist

1. Review WCU Manual for Culminating Graduate Research and The Graduate School webpage: www.wcupa.edu/thesisdoc, and review relevant WCU policies in the Graduate Catalog: www.wcupa.edu/gradcatalog

2. Review and complete the DPA Dissertation Memorandum of Understanding (MOU) with the student.
   a. Submit the completed form to dpa@wcupa.edu before student may enroll in DPA 803

3. Confirm student has passed Comprehensive Exams and completed remaining degree requirements
   a. Confirm advising note in Ramportal Degree Audit to indicate the date the exam is passed
   b. Students must pass the comprehensive exam before enrolling in DPA 803

4. Formalize committee members – 2 WCU faculty members, 1 member from WCU or outside WCU (forms on PPA Student Resources website)
   a. Committee Approval Form must be completed before enrolling in DPA 804
   b. Submit Committee Approval Form to DPA Director for review and approval
   c. Convene meeting of all committee members before or at the onset of DPA 804

5. CITI Training (if needed) and IRB Approval (if needed)

6. Advise student through revision process and addressing feedback necessary for Dissertation Supervisor and Committee Approval of final dissertation

7. Review dissertation for adherence to formatting guidelines for DPA (APA 7th edition) and WCU (www.wcupa.edu/thesisdoc)

8. Review dissertation for academic integrity through the DPA Dissertations D2L site

9. Share fully signed signature approval page with student for submission along with dissertation to Digital Commons
   a. Indicate approval in Digital Commons for student submission and signature page
   b. Instructions available here: www.wcupa.edu/thesisdoc

10. Check that all NG/IP grades have been updated to a letter grade before the end of the semester a student is graduating

11. Close out IRB protocol (if applicable).