

DPA Candidate Checklist

1. Review WCU Manual for Culminating Graduate Research, available on www.wcupa.edu/thesisdoc, and relevant WCU policies in the Graduate Catalog: www.wcupa.edu/gradcatalog
2. Review and complete the DPA Dissertation Memorandum of Understanding (MOU), available on [PPA Student Resources website](#).
 - a. MOU should be completed before enrolling in DPA 803.
3. Pass Comprehensive Exams
 - a. Ask advisor to insert an advising note in myWCU to indicate the date the exam is passed
 - b. The comprehensive exam must be passed before enrolling in DPA 803.
4. Formalize Committee Members – 2 WCU faculty members, 1 outside of WCU (forms on [PPA Student Resources website](#))
5. CITI Training (if needed)
6. IRB Approval (if needed)
7. Complete and submit Research Compliance Form to Graduate School (www.wcupa.edu/thesisdoc)
8. Apply for graduation through myWCU
9. Review formatting guidelines for DPA (APA 7th edition) and WCU (www.wcupa.edu/thesisdoc)
10. Work with advisor to submit final, or final draft, of dissertation to DPA Dissertations D2L site
11. Have Committee approve and sign off on dissertation
12. Submit dissertation to The Graduate School via [Digital Commons](#) (follow instructions on www.wcupa.edu/thesisdoc)
13. Submit signature page to advisor and committee. Use the Graduate School template (www.wcupa.edu/thesisdoc)
14. Check that all NG/IP grades have been updated to a letter grade

DPA Dissertation Chairperson Checklist

1. Review WCU Manual for Culminating Graduate Research, available on www.wcupa.edu/thesisdoc, and relevant WCU policies in the Graduate Catalog: www.wcupa.edu/gradcatalog
2. Review and complete the DPA Dissertation Memorandum of Understanding (MOU).
 - a. Complete the [Dissertation Advisee Inventory](#)
 - b. Submit the completed form to dpa@wcupa.edu
3. Confirm student has passed Comprehensive Exams and completed remaining degree requirements
 - a. Confirm, or insert, an advising note in myWCU to indicate the date the exam is passed
4. Formalize Committee Members – 2 WCU faculty members, 1 outside of WCU (forms on [PPA Student Resources website](#))
 - a. Complete the [Dissertation Committee Inventory](#)
 - b. Submit the completed form to dpa@wcupa.edu
5. CITI Training (if needed)
6. IRB Approval (if needed)
7. Review, sign and submit Research Compliance Form to Graduate School (www.wcupa.edu/thesisdoc)
8. Review dissertation for adherence to formatting guidelines for DPA (APA 7th edition) and WCU (www.wcupa.edu/thesisdoc)
9. Review final, or final draft, of dissertation for Academic Integrity through the DPA Dissertations D2L site
10. Advise student through revision process and addressing feedback necessary for advisor and committee approval of final dissertation
11. Submit completed signature page to thesisdoc@wcupa.edu
12. Check that all NG/IP grades have been updated to a letter grade