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) with your Dissertation Supervisor, available on PPA Student Resources website.
    a. **MOU should be completed before enrolling in DPA 803**.

3. Pass Comprehensive Exams
    a. Confirm advising note in myWCU Degree Progress Report (DPR) 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 myWCU and will add the note to your DPR
    b. **The comprehensive exam must be passed 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 signed by Dissertation Supervisor, committee members, and DPA Director
    b. **Committee should be formed and approved before enrolling in DPA 804**

5. CITI Training (if needed)

6. IRB Approval (if needed)

7. Complete and submit Registration and 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 Dissertation Supervisor to submit dissertation to DPA Dissertations D2L site for an academic integrity review

11. Have committee approve and sign off on dissertation
    a. Submit signature page to Dissertation Supervisor and committee. Use the Graduate School template (www.wcupa.edu/thesisdoc)
    b. Ask Dissertation Supervisor to insert an advising note in myWCU DPR to indicate the dissertation has been approved by the committee
    c. Submit dissertation to The Graduate School via Digital Commons (follow instructions on www.wcupa.edu/thesisdoc)

12. Check that all NG/IP grades have been updated to a letter grade before the end of the semester you are graduating

13. Close out IRB protocol (if applicable).

DPA Dissertation Supervisor 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) 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 myWCU DPR 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)

6. IRB Approval (if needed)

7. Review, sign and submit Research Compliance Form to Graduate School
    (www.wcupa.edu/thesisdoc)

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

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

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

11. Submit completed signature page to thesisdoc@wcupa.edu

12. Insert an advising note in myWCU DPR to indicate the dissertation has been approved by the
    committee

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

14. Close out IRB protocol (if applicable).