This Guidebook describes the dissertation process as characterized in February 2016. It is intended as a general guide. Users should know that, because of continuous quality improvement, processes such as this one are revised on an ongoing basis in the School. Students should consult Faculty and advising staff on an ongoing basis.
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**University of Phoenix Dissertation Abstract Journal**
Introduction to This guide

These are the seven critical steps toward earning a University of Phoenix doctoral degree.

Glossary of Terms

Back matter: Appendices, References


CWE: Center for Writing Excellence is a part of the University's Library and can be accessed through eCampus. Here you will find the APA Sample Paper, the Citation Generator, Riverpoint Writer, the Thesis and Outline Generator, and many more tools.

Dissertation: Chapters 1–5 including all front and back matter.

Front matter: title page, table of contents, abstract, acknowledgment, dedication

IRB: Institutional Review Board: Ensures the rights of human subjects who participate in the research are protected. This is the second of three external reviews in the dissertation approval process.

Proposal: Chapters 1–3 of your dissertation including placeholders for front and back matter.

QRM: Quality Review Methods. Review process of your Proposal to ensure appropriateness of study, chapter alignment, academic writing, APA, and other aspects of the study.

QRF: Quality Review Final. Ensures that the dissertation topic is in alignment with the degree program, the problem is aligned correctly with the methodology and that the methodology is aligned properly with the discussion and results.

Oral Defense: The Oral Defense is designed to evaluate the students' ability to explain their research design, defend their findings, and articulate their dissertation.

Document Manager Walkthrough

• SAS Central: Contact Us
  • Regular Office ours: M – F 8 am – 5 pm (Arizona time)
  • Student & Financial Services: 866.766.0766
  • Technical Support: 877.832.4867 #2

IRBNet Submission Access

All IRBNet submissions are managed through the Institutional Review Board Office. This office is accessed through the University's Research Center.

General Contact Information

• SAS Central: Contact Us
  • Regular Office: M – F 8 am – 5 pm (Arizona time)
  • Student & Financial Services: 866.766.0766
  • Technical Support: 877.832.4867 #2

Watch this video about our dissertation process

This is a reference resource for doctoral students in all PhD and Practitioner programs. It is designed to guide you through the dissertation process and to provide you with best practices for aligning your proposed research study with your Dissertation Committee’s requirements.

The University’s Research Center
Quality Review Submission Overview and Timeline

**Step 1**
You will build your Proposal or Dissertation based on the University’s standard of quality: Dissertation Criteria Rating Scale, APA 6th Edition Manual, the Dissertation Format Guide and Sample. You and your Dissertation Committee will review your Proposal or Dissertation prior to submitting to the SAS Document Manager System. Implement all of the corrections requested by your Dissertation Committee to your proposal or dissertation. A sample Change Matrix is provided on SAS Central.¹

**Step 2**
Your Dissertation Committee ensures that all of the requested changes have been implemented in your Proposal or Dissertation. They also ensure the Proposal or Dissertation meets the University’s standard of quality. Next, your Dissertation Committee will give you approval to submit your Proposal or Dissertation to the SAS Document Manager System.

**Step 3**
Submit all of the required documents for your proposal package or dissertation package to the SAS Document Manager System.

**Step 4**
Dissertation Services will review your proposal or dissertation package to ensure all requirements have been met, and will assign your submission to your Dissertation Committee.

**Status: With Committee**

**Step 5**
Your Dissertation Committee will score and provide a decision on your submission. Reference Quality Review Results for details.

**Status: With Committee**

**Step 6**
After the Dissertation Committee has completed their review, the Managing Editor will assign your submission to a Quality Reviewer. The Quality Reviewer is selected based on your research design and degree program.²

**Status: Under Review**

**Step 7**
The Quality Reviewer assesses your submission and will provide feedback to the Managing Editor. The Managing Editor will evaluate all of the feedback to prepare the final decision on your proposal or dissertation package.

**Status: Under Review**

The Managing Editor has the final decision on the student’s submission results. Once the decision is made, your results will be released to you and your Dissertation Committee.³

**Status: Dependent on Results**

**Notes:**

¹ All communication between you and your committee should be done within the dissertation courses. All emails must be through their official UOPX email account.

² If revisions are required from your Dissertation Committee, your submission will be returned and will not progress to the Quality Review.

³ All statuses are found in Document Manager under your submission.

All result communications are sent to the email address that is on your Document Manager profile.
Quality Review Submission Eligibility Requirements

Quality Review Methods Requirements

- Based on program progression
- The initial QRM submission must occur within an eligible and qualifying dissertation course. You may resubmit while enrolled in any of your program dissertation courses.

Practitioner

Successful completion of Third Year Residency and enrolled in a dissertation course.

PhD Programs

PhD/HEA: Successful completion of EXAM 799 and enrolled in a DOC 736 series class.
PhD/NUR: Successful completion of EXAM 799N and enrolled in a DOC 736N series class.
PhD/IO: Successful completion of PSYCH 799 and enrolled in a DOC 736I series class.

Quality Review Final Requirements

- Based on program progression
- Quality Review Methods acceptance
- Institutional Review Board approval
- The initial QRF submission must occur within an eligible and qualifying dissertation course. You may resubmit while enrolled in any of your program dissertation courses.

Note: If a review indicates substantive revisions must be made, the Dissertation Committee may require you to schedule an additional dissertation qualifying course to address the revisions.
Quality Submission Package Requirements

**Quality Review Methods**

**Proposal Package Checklist**

- All documents files need to be in a Word format; .doc or .docx
- Committee approval to submit
- Proposal
- Front matter
- Human Subject Certificate/CITI
- Certificate of Originality
- Turnitin Report/Plagiarism Checker — submit URL only
- Change Matrix (resubmission only)

**Quality Review Final**

**Dissertation Package Checklist**

- All documents files need to be in a Word format; .doc or .docx
- Committee approval to submit
- Dissertation
- Front matter
- Back matter
- IRB approval letter
- Human Subject Certificate/CITI
- Certificate of Originality
- Turnitin Report/Plagiarism Checker — submit URL only
- Change Matrix (resubmission only)

**Note:**
Do not include any Institutional Review Board documents into your Proposal or Dissertation.
Quality Review SAS Document Manager Results

Quality Review Methods Results

Submission Sent Back to Author
The student's submission does not meet one or more of the submission requirements that are outlined in the Quality Review Submission Guides. The submission was not assigned to the committee or Quality Reviewer.

Accepted Proposal
The student's submission has met the minimum requirements for his or her proposal to be accepted but will need to make the requested changes to the proposal before submitting it to IRB and eventually to Quality Review Final.

Revisions Requested
The student's submission did not meet the minimum standard of quality and must implement the feedback that was provided by the Quality Reviewer. The student can resubmit after the student receives approval from his or her committee.

Rejected
One or more members of the student's committee has requested revisions to their submission. The student should contact his or her entire committee. OR One or more members of the student's committee has requested to halt the student's submission. The student should contact his or her entire committee.

Quality Review Final Results

Submission Sent Back to Author
The student's submission does not meet one or more of the submission requirements that are outlined in the Quality Review Submission Guides. The submission was not assigned to the committee or Quality Review Team.

Approved with Changes
The student's submission has met the minimum requirements for his or her dissertation to be accepted but will need to make the requested changes to the dissertation before performing the Oral Defense.

Approved
The student's submission has met the minimum requirements for his or her dissertation to be accepted. The student can now begin to schedule his or her Oral Defense with their committee.

Revisions Requested
The student's submission did not meet the minimum standard of quality and must implement the feedback that was provided by the Quality Reviewer. The student can resubmit after the student receives approval from the committee.

Rejected
One or more members of the student's committee has requested revisions to the submission. OR One or more members of the student's committee have requested to halt the student's submission.

Notes:
1 QRM Accepted Proposal does not mean that at the Quality Review Final stage the Quality Reviewers cannot challenge the research design and how the study was carried out.
2 The student does not need to resubmit to the SAS Document Manager for QRF Approval with Changes.

Quality Review SAS Document Manager Statuses

In Queue
Your QRM submission is waiting to be assigned to your committee members. Your submission will be assigned to your committee members within 2–3 business days.

With Committee
Your submission has been assigned to your entire Dissertation Committee. Your committee members have seven (7) business days to complete the review of your submission.

Under Review
Your submission has been reviewed by your committee members. Your submission is now under review with the QRM Reviewer.
Quality Review
Frequently Asked Questions

Do all of my Dissertation Committee members need to be registered with Document Manager?
Yes. Your committee members need to be registered in the site in order to process your submission, so it is encouraged that students notify and confirm the availability of their committee members in advance of any submission to help facilitate the review process.

Can I resubmit if I am not enrolled in a qualifying dissertation course?
No. If a review indicates substantive revisions are required to resubmit, the Dissertation Chair may require an additional dissertation course for addressing revisions.

Can a student begin collecting data before QRM approval?
No. Students cannot begin to collect data before IRB approval is obtained.

Is there a proposal template?
There is not a template, however, there are several writing resources available on SAS Central.

How should I name my files?
Please do not include your personal name in the file name. File names should be under 50 characters including any spaces and file name extensions. We recommend that you use the date and name of the respective form when naming your files.

Example: YYYYMMDD_FormName

Should I start a new manuscript number when I resubmit?
No, students should only be working from their original submission or manuscript number during the entire dissertation submission process.

What if I submitted through the SASweb for a previous quality review?
At this time, all QRM’s and QRF’s are being conducted through the new SAS Document Manager site. If you previously submitted through the SAS website, directions for transitioning to the new site for future submissions are available in the Quality Review Methods sections of the SAS Document Manager site.

In what order do I need to submit to the various review processes?
The first review process is QRM, second is IRB, and third is the QRF.
Institutional Review Board

Purpose of the Institutional Review Board Review
The University of Phoenix IRB maintains a Human Research Protection Program to protect the rights and welfare of those persons who volunteer to participate in the research activities of our faculty, students and staff. While the definitive responsibility for the ethical treatment of all human participants rests with the individual researcher who has secured the privilege to conduct research through University of Phoenix, the IRB acts as a regulatory oversight group committed to promote the ethical and responsible treatment of volunteer human participants in a research study through performing ethical reviews of research studies, to ensure research compliance with all federal, state, and local regulations as well as all institutional policies and procedures. Additionally, the IRB offers education and guidance related to human subject research for the University community.

IRBNet Submission Access
All IRBNet Submissions are managed through the Institutional Review Board Office. This office is connected to the University’s Research Center. For additional information go to the below hyperlink.

http://research.phoenix.edu/content/institutional-review-board

Note: Students are required to receive QRM Acceptance before submitting to the IRB. Students are not eligible to collect research data until they receive IRB initial or full board approval.
Oral Defense

Submission Eligibility

You must be enrolled in a qualifying dissertation course to conduct an Oral Defense. Qualifying Oral Defense courses include:

- Practitioner: All DOC/734 series
- PhD programs: All DOC/738 series

Process

Step 1

Schedule a web conference to defend your dissertation. You are responsible for scheduling your Oral Defense when the entire Dissertation Committee is available.

Step 2

After the Oral Defense is complete, upload the below package requirements to SAS Document Manager under the Article Type; "Oral Defense". Please be sure to use your original manuscript number.

Step 3

Your Dissertation Committee will complete their review of your Oral Defense. Your results will be released to you and your Committee in SAS Document Manager.

Package Requirements

- Power Point Presentation
- Certificate of Originality
- Change Matrix (Resubmission Only)

Note: Submission Eligibility for the Oral Defense course requirement is dependent on the program version of your Doctorate Program. Please contact your Academic Counselor for further information.

Final Dissertation Edit

Submission Eligibility

You must have successfully passed your Oral Dissertation.

Process

Step 1


Step 2

Upload the below package requirements to the SAS Document Manager System under the Article Type; "Final Dissertation Edit".

Package Requirements

- Final Dissertation
- Certificate of Originality
- Change Matrix
  (include requested QRF and Oral Defense Approval revisions)
Signature Page Process

**Step 1**
Your Dissertation Chair will approve your final dissertation in SAS Document Manager.

**Step 2**
Dissertation Services will release your approval letter and begin routing your signature page for you through Adobe Echo Sign.

**Step 3**
After Dissertation Services has received all of the required signatures, you will receive:
- A copy of your final dissertation,
- Email instructions regarding your graduation application
- Email information on publishing opportunities

University of Phoenix Publishing

**ProQuest**
You are not required to publish your final edited dissertation with ProQuest. You will receive ProQuest Publishing information after dissertation Services has received your confirmation dissertation approval email.

**University of Phoenix Library**
All student dissertations are automatically published to the University Library after Dissertation Services sends the diploma application.

**University of Phoenix Dissertation Abstract Journal**
If you would like to have your dissertation highlighted in our monthly publication, please contact us.

CONGRATULATIONS!
University of Phoenix Graduate