



University of North Carolina Chapel Hill Doctoral School Psychology Program

Dissertation Planning Guide

#	Task	Due Date	Date Completed
1	Review the UNC Graduate School Dissertation Guide Policies and Procedures https://gradschool.unc.edu/academics/thesis-diss/guide/		
2	Review the UNC IRB Policies and Procedures https://research.unc.edu/human-research-ethics/		
3	Obtain a copy (electronic or hardcopy) of the APA Writing Style Guide https://apastyle.apa.org/		
4	Finalize your Advisor / Chair.		
5	Finalize your remaining committee members with advisor/chair approval. Remember you need your advisor / chair's permission before contacting a potential committee member.		
6	Once you and your advisor finalized your committee, send the program assistant the full names, roles, and titles of all five committee members.		
7	Review 2 or more past UNC dissertations that use similar methodology to what you have selected https://guides.lib.unc.edu/disthesis/unctheses		
8	Create an outline of your project. (This outline will eventually be adapted into your dissertation table of contents.)		
9	After determining your choice of methodology, obtain resources for this approach. (This can include former coursework, texts, research examples.)		
10	Submit Draft of Chapter 1 to your advisor for review.		
11	Submit Draft of Chapter 2 to your advisor for review.		
12	Submit Draft of Chapter 3 to your advisor for review.		
13	With your advisor / chair decide if you are ready to send out the scheduling poll to your committee members.		
14	Send out a scheduling poll to your committee after receiving approval from your chair / advisor. (Remember that dissertation meetings can only be scheduled in the fall and spring semesters with the last day to present being the 2nd reading day during finals week.)		

15	Confirm that you are registered for dissertation credit at the time of your proposal.		
16	Obtain your advisor/ chair's approval to submit your proposal to the full committee.		
17	Submit proposal to full committee via email (This date will be three weeks prior to your dissertation proposal date.)		
18	Contact the program assistant to request a room for your dissertation meeting. Remember to add 15 -30 minutes onto the start time to allow yourself time to set-up.		
19	Send an Outlook invitation to your full committee with the room location.		
20	Once your room location is determined, visit the room in order to familiarize yourself with its location, set-up, and presentation equipment.		
21	Contact the SOE IT staff if assistance is needed for presentation day support.		
22	Create your dissertation defense PPT. (Make sure to include a slide indicating all the ways in which you used AI throughout the entire writing process.)		
23	Have copies of your slides available to all members of your committee.		
24	Confirm with your chair the amount of time you plan to present.		
25	Rehearse your dissertation proposal.		
26	Dissertation Proposal Meeting (This date will be three weeks after your submission to your full committee.)		
27	Submit your <i>Memorandum of Understanding</i> to your advisor / chair first; following approval from your advisor / chair, submit the modified MOU to your committee listing the required changes, modifications to your proposal, and who is required to approve what changes, allowing for at least 3 weeks to review, and asking for modifications or approval.		
28	Complete the changes and modifications to your proposal.		
29	Submit the modified document to your advisor / chair first; following approval from your advisor / chair, submit the modified document to any other member that requested to view it with the required changes and modifications.		
30	Submit your IRB paperwork https://research.unc.edu/human-research-ethics/		
31	Data Collection		
32	Submit Draft of Chapter 4 to your advisor for review.		
33	Submit Draft of Chapter 5 to your advisor for review.		
34	With your advisor / chair decide if you are ready to send out a scheduling poll to your committee members.		
35	Send out a scheduling poll to your committee after receiving approval from your chair / advisor. (Remember that dissertation meetings can only be scheduled in the fall and spring semesters with the last day to present being the last reading day during finals week.)		
36	Confirm that you are registered for dissertation credit at the time of your defense.		
37	Obtain your advisor/ chair's approval to submit your dissertation to the full committee.		
38	Submit dissertation to full committee via email (This date will be three weeks prior to your dissertation proposal date.)		
39	Contact the program assistant to request a room for your dissertation meeting. Remember to add 15 -30 minutes onto the start time to allow yourself time to set-up.		
40	Send an Outlook invitation to your full committee with the room location.		

41	Once your room location is determined, visit the room in order to familiarize yourself with its location, set-up, and presentation equipment.		
42	Contact the SOE IT staff if assistance is needed for presentation day support.		
43	Create your dissertation defense PPT. (Make sure to include a slide indicating all the ways in which you used AI throughout the entire writing process.)		
44	Have copies of your slides available to all members of your committee.		
45	Confirm with your chair the amount of time you plan to present.		
46	Rehearse your dissertation defense.		
47	Dissertation Defense Meeting (This date will be three weeks after your submission to your full committee.)		
48	Submit your <i>Memorandum of Understanding</i> to your advisor / chair first; following approval from your advisor / chair, submit the modified MOU to your committee listing the required changes, modifications to your proposal, and who is required to approve what changes, allowing for at least 3 weeks to review, and asking for modifications or approval.		
49	Complete the changes and modifications to your dissertation.		
50	Submit the modified document to your advisor / chair first; following approval from your advisor / chair, submit the modified document to any other member that requested to view it with the required changes and modifications.		
51	After obtaining approval from your advisor /chair submit your dissertation to the Graduate School. https://www.etdadmin.com/main/home?siteId=84		

* Throughout this process, you should communicate with your advisor / chair regularly.

Example Weekly Schedule

Your schedule may need to be altered over time however if you consistently have writing days built into your schedule you will be more likely to write more efficiently. Breaking these blocks into 25-minute work sessions with 5-minute breaks may also be helpful for you. You may be interested in an app such as *FocusTime* to help keep you on track. Many students also find it helpful to have an accountability writing buddy.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1:00-4:00 Dissertation (Review Articles 7- 10)		9:00-12:00 Dissertation (Update References & Review Methodology)		9:00-12:00 Dissertation (Finish Edits on Ch. 1)		9:00-12:00 Dissertation