



Congratulations!

You are about to begin the final stage of your doctoral program with Capella University. You've put significant work into your education so far. This guide will help you work through the conclusion of your degree.

The dissertation is comprised of four courses:

9996 Dissertation Research I (formerly Research Methods 9101)

This course is intended for learners who have completed all required core and advanced courses as well as the comprehensive examination process. This is the first in a series of four courses designed to assisting the development and successful completion of your dissertation. During the first dissertation course you will:

- Form and seek approval for Dissertation Committee
- Create a preliminary draft of Dissertation Proposal

9997 Dissertation Research II (formerly Research Methods 9102)

This course is intended for learners who have completed a preliminary draft of their dissertation proposal. It will support you as you do the following:

- Complete and submit an IRB form
- Submit a final dissertation proposal to the Dissertation Committee
- Conduct field tests to validate methodology planned in study
- Satisfactorily complete the proposal conference call

9998 Dissertation Research III (formerly Research Methods 9103)

This course is intended for learners who have successfully passed their Proposal Completion Conference. It will provide support as you:

- Complete field study and analyze data
- Write and gain approval of the preliminary draft of Chapter IV

9999 Dissertation Research IV (formerly Research Methods 9104)

Once you have completed your research project, this course will provide support as you:

- Complete initial graduation application
- Finalize Chapters I-III
- Complete Chapters IV-V of dissertation
- Successfully complete dissertation defense conference call
- Complete form and style editing of manuscript
- Publish final dissertation manuscript

In the following pages, you will find more specific summaries of each course in the series including information about what needs to be accomplished before you move on to the next part of the process. This information is not intended to be all-inclusive. If you have a question that is not addressed in this guide, please contact your advisor or learner support at 1-888-CAPELLA option 2.

**9996 Dissertation Research I**

By the time you complete this course, it is expected that you will:

- Formulate a research problem
- Define appropriate research questions and establish the need for the study through an appropriate review of the literature
- Obtain approval of the “problem” statement and the need for the study
- Be able to describe the methods for the study, including a preliminary description of the institutional review board protection protocols
- Develop a preliminary dissertation proposal that is acceptable to your faculty mentor
- Understand and embrace the support that participation in this and the subsequent dissertation research courses can provide
- Make practical use of the peer support and feedback available in this course

Dissertation Research I is divided into 12 units:

Unit 1: The Basics

Unit 2: The Role of the Dissertation Committee

Unit 3: The Dissertation Process and the Outline of the Proposal

Unit 4: Developing Chapter 2: Literature Review

Unit 5: Chapter 2: Literature Review (continued)

Unit 6: Developing Chapter 1: Introduction

Unit 7: Chapter 1: Introduction (continued)

Unit 8: Developing Chapter 3: Methodology

Unit 9: Chapter 3: Methodology (continued)

Unit 10: Submitting the Proposal to the Faculty Mentor

Unit 11: Preparing for XX9997: Dissertation Research

Unit 12: Completing XX9996

Passing the Course:

In order to receive a passing grade for this course, you are responsible for weekly postings and fulfillment of the course requirements.

Weekly posting:

You will be required to check in once each week so we can monitor your participation. To fulfill the posting requirement, please choose one of the following each week:

- Post to a discussion
- Post a check in with no question or response
- Post a question for the course instructor

Course requirements:

- Form and gain approval for Dissertation Committee
- Create and gain approval of a preliminary draft of Dissertation Proposal

Course Completion:

There are two ways to complete this course. The first is to gain approval of the dissertation committee and gain approval of the preliminary draft of the dissertation proposal within the 12 weeks of the quarter. The second method for course completion is to accomplish some of the outcomes during this quarter and then complete the remaining

Revised 2/23/2006



outcomes in the subsequent quarter(s). If you need more than one quarter to meet the course objectives, you will enroll in 9996-C, which is a continuation of this course.

During Dissertation Research I, you will complete the Dissertation Committee form that is available on iGuide at the following URL:

https://www.capella.edu/PORTAL/LEARNER/SCONTENT/CENTERS/LEARNER/resources/dissertation_info.aspx or by going to Learner Resources under the Advising and Resources section. You will then need to submit an additional email to the appropriate school inbox (BusinessAndTechnology@capella.edu, SchoolofEd@capella.edu, HumanServices@capella.edu) with your Visiting Scholar's curriculum vitae/resume (if applicable). Once the form and additional email is submitted, the school administrative designee will confirm approval with your mentor and send it onto the school for review. Once your specialization chair approves the committee, the designee will send a confirmation e-mail to you, your faculty mentor, and your committee participants.

Once your mentor approves the preliminary draft of your proposal, you will complete the 9996 course requirements. You will want to request that your mentor submit the Course Completion Form available on faculty iGuide. This form will prompt learner support to assign an "S" or "Satisfactory" to your transcript for a successful completion of 9996.

9997 Dissertation Research II

By the time you complete this course, it is expected that you will:

- Conduct the necessary field tests to establish the viability of data collection procedures and integrity of the methodology to be used in your study
- Submit a complete application to the Institutional Review Board for approval (you must do this whether or not you are using human research subjects)
- Submit a final proposal to the dissertation committee
- Conduct and satisfactorily complete the proposal conference call

Dissertation Research II is divided into 11 units:

Unit 1: Revising and Completing Chapter 1: Introduction
Unit 2: Revising and Completing Chapter 2: Literature Review
Unit 3: Revising and Completing Chapter 3: Methodology
Unit 4: Conducting Field Tests
Unit 5: Institutional Review Board (IRB)
Unit 6: Next Steps in This Course
Unit 7: Working toward Completion of the Proposal
Unit 8: Working toward Completion of the Proposal (continued)
Unit 9: Working toward Completion of the Proposal (continued)
Unit 10: Preparing for the Proposal Completion Conference
Unit 11: Preparing for XX 9998 Dissertation Research III

Passing the Course:

In order to receive a passing grade for this course, you are responsible for weekly postings and fulfillment of the course requirements.

Weekly posting:

You will be required to check in once each week so we can monitor your participation. To fulfill the posting requirement, please choose one of the following each week:

Revised 2/23/2006



- Post to a discussion
- Post a check in with no question or response
- Post a question for the course instructor

Course Requirements:

- Complete and submit an IRB form
- Submit a final dissertation proposal to the Dissertation Committee
- Conduct field tests to validate methodology planned in study
- Satisfactorily complete the proposal conference call

Course Completion:

There are two ways to complete this course. The first is to meet the above objectives during the 12 weeks of the quarter. The second method for course completion is to accomplish some of the outcomes during this quarter and then complete the remaining outcomes in the subsequent quarter(s). If you need more than one quarter to meet the course objectives, you will enroll in 9997-C, which is a continuation of this course.

During Dissertation Research II, you will complete the IRB form available on iGuide at the following URL:

https://www.capella.edu/PORTAL/LEARNER/SCONTENT/CENTERS/LEARNER/resources/dissertation_info.aspx?redir=100 or by going to Learner Resources under the Advising and Resources section. Once you complete this form and your mentor approves it, send the form and any additional documentation to the appropriate school inbox (BusinessAndTechnology@capella.edu, SchoolofEd@capella.edu, HumanServices@capella.edu). The school administrative team will confirm approval with your mentor and send it onto the school's reviewer. The school review may take up to 10 working days. Once your mentor and committee approve your proposal, you will also want to send the final document to the appropriate school inbox (BusinessAndTechnology@capella.edu, SchoolofEd@capella.edu, HumanServices@capella.edu) so the school administrative team can facilitate that review as well. Once the school approves both the IRB form and proposal, the school administrative team will send you a confirmation email with approval to set up the dissertation proposal conference call. You will contact your committee members to coordinate a date and time for the conference call. Once a date and time are confirmed, you will arrange the conference call with a long-distance provider and send a confirmation to their mentors and committee members with access instructions. For your convenience, [information about preferred long-distance providers](#) is available online.

Once you complete the conference call, you will want to request that your mentor submit the Conference Call Completion Form available on faculty iGuide. The receipt of this form will prompt learner support to post a grade of "S" to your transcript showing successful completion of this course.

9998 Dissertation Research III

By the time you complete this course, it is expected that you will:

- Conduct the necessary steps to obtain the data required for your study
- Complete Chapter 4 of your dissertation

Revised 2/23/2006



Dissertation Research III is divided into 12 units:

Unit 1: Preparing to Conduct Your Study

Unit 2: Conducting the Study and Analyzing the Data

Unit 3: Analyzing Quantitative and Qualitative Data

Unit 4: Drafting Chapter 4: Results

Unit 5: Next Steps in This Course

Unit 6: Working toward Completion of the Study

Unit 7: Working toward Completion of the Study (continued)

Unit 8: Working toward Completion of the Study (continued)

Unit 9: Working toward Completion of the Study (continued)

Unit 10: Working toward Completion of the Study (continued)

Unit 11: Preparing for XX 9999 Dissertation Research IV

Unit 12: Working toward Completion of the Study (continued)

Passing the Course:

In order to receive a passing grade for this course, you are responsible for weekly postings and fulfillment of the course requirements.

Weekly posting:

You will be required to check in once each week so we can monitor your participation. To fulfill the posting requirement, please choose one of the following each week:

- Post to a discussion
- Post a check in with no question or response
- Post a question for the course instructor

Course requirements:

- Complete field study and analyze data
- Write Chapter IV of dissertation

Course Completion:

There are two ways to complete this course. The first option is to meet the above objectives during the 12 weeks of the quarter. The second method for course completion is to accomplish some of the outcomes during this quarter and then complete the remaining outcomes in the subsequent quarter(s). If you need more than one quarter to meet the course objectives, you will enroll in 9998-C, which is a continuation of this course.

Once your mentor approves the preliminary draft of your Chapter IV, you will complete the 9998 course requirements. You will want to request that your mentor submit the Course Completion Form available on faculty iGuide. This form will prompt learner support to assign an "S" or "Satisfactory" to your transcript for a successful completion of 9998.

At this time, you will also want to complete the Graduation Application available on iGuide. The completion of this form will prompt academic records to conduct an audit of your program to determine your remaining requirements and send you information regarding graduation and commencement.

**9999 Dissertation Research IV**

By the time you complete this course, it is expected that you will:

- Update earlier chapters of the Dissertation manuscript in view of recent publications and changes in the research study since approval of the proposal
- Prepare Chapter 5: Discussion and Conclusions
- Gain Dissertation Committee approval for Chapter 5
- Submit a final draft of the Dissertation manuscript to the Committee for their approval.
- Submit the committee approved manuscript to the School for their review and make any required changes.
- Pass the Dissertation Completion Conference and make any final changes to the manuscript as recommended by the Dissertation Committee
- Submit the approved Dissertation manuscript to Capella University's Dissertation Editor for form and style review

Dissertation IV is divided into 10 units and two parts:

Part 1: Preparing for the Dissertation Completion Conference

- Unit 1: Steps for Completing the Dissertation Manuscript
- Unit 2: Drafting Chapter 5: Discussion Section
- Unit 3: Drafting Chapter 5 (continued): Conclusion Section
- Unit 4: Drafting Chapter 5 (continued): Recommendation Section

Part 2: Preparing the Approved Dissertation for Publication

- Unit 5: Editing for Form and Style—Front Matter (what is this?)
- Unit 6: Text
- Unit 7: Tables and Figures
- Unit 8: References
- Unit 9: Appendices
- Unit 10: Wrap-up

Passing the Course:

In order to receive a passing grade for this course, you are responsible for weekly postings and fulfillment of the course requirements.

Weekly posting:

You will be required to check in once each week so we can monitor your participation. To fulfill the posting requirement, please choose one of the following each week:

- Post to a discussion
- Post a check in with no question or response
- Post a question for the course instructor

Course Requirements:

- Complete initial graduation application
- Finalize Chapters I-III
- Complete Chapters IV-V of dissertation
- Successfully complete dissertation defense conference call
- Complete form and style editing of manuscript

Revised 2/23/2006

**Course Completion:**

There are two ways to complete this course. The first option is to meet the above objectives during the 12 weeks of the quarter. The second method for course completion is to accomplish some of the outcomes during this quarter and then complete the remaining outcomes in the subsequent quarter(s). If you need more than one quarter to meet the course objectives, you will enroll in 9999-C, which is a continuation of this course.

During Dissertation Research IV you will need to submit your final dissertation for the school's review. Once your mentor and committee approve the final dissertation, send the dissertation as an attachment to the appropriate school inbox (BusinessAndTechnology@capella.edu, SchoolofEd@capella.edu, HumanServices@capella.edu). The school administrative team will confirm approval with your mentor and send the document onto the school's reviewer. Once the school approves your dissertation, the school administrative team will send you a confirmation email with approval to schedule your final conference call. You will contact your committee members to coordinate a date and time for the conference call. Once a date and time are confirmed, you will arrange the conference call with a long-distance provider and send a confirmation to their mentors and committee members with access instructions. For your convenience, [information about preferred long-distance providers](#) is available online.

Once you have successfully passed your conference call, you will want to request that your mentor submit the Conference Completion form available on faculty iGuide. Learner support will then send you information to complete Form and Style review. After the edits are completed and the administrator receives confirmation of your completion, you will receive information regarding the publication process and learner support will facilitate the signing of your signature page by your mentor and dean. Once the signature page is completed, learner support will post a grade of "S" to your transcript to show successful completion of the course and will send a request to Academic Records to finalize your graduation.

Grading of Comprehensive Examination and Dissertation Research courses:

A grade of S (Satisfactory) is assigned to a learner who successfully completes the required elements of courses and who submits materials that meet the School's expectations. The S grade is equivalent to a grade of B or better. It is not awarded quality points and is not included in the learner's GPA, however, it counts toward attempted and earned credits. Letter grades are not assigned for Comprehensive Examination and Dissertation Research courses.

A grade of NS (Not Satisfactory) is assigned to a learner, who demonstrates limited, minimal, or no course participation and who submits materials that do not meet the instructor's expectations. It is not awarded points and is not included in the learner's GPA. It counts toward attempted credits but not earned credits.

Registration:

Learners are able to register themselves for the appropriate courses through iGuide. You will need to log in with your Capella ID and password.