

## Editorial Assessment

This process occurs after the student has submitted a final draft of the dissertation to the Chair, and the Chair has approved the final draft. Once fully approved by the Chair (as this process is iterative, there is likely to be a back and forth with revisions), the document goes into an editorial review process with someone contracted by ICSW (for style, writing, and organization). It is the student's responsibility to send their document to the assigned editor. The student should allow up to one month for this review. The reviewer will provide to the student and Chair a written assessment of the document and editorial recommendations. The assessment will be sent to the Registrar for the student's file. It is up to the Chair, in conversation with the student, to determine which recommendations to implement. If grammar editing is required by the Chair in response to recommendations by the editor, the student will hire an editor of his/her choosing and pay for any editing. Any revisions to the document at this point will add time to the dissertation process.

Student:

Date:

Chair:

Approval of final dissertation draft (date):

Assessment (date student sends final draft for review; Chair should be copied on this):

---

Chair

---

Date

Effective June 15, 2016