



UNIVERSITY OF DELAWARE
EDUCATION &
HUMAN DEVELOPMENT

SCHOOL OF EDUCATION

DOCTORAL DEFENSE & FINAL REVIEW PROCEDURES

Ph.D. and Ed.D.

Students and Advisors



Doctoral Defense and Final Review Procedures

PhD and EdD Students

Contents

Introduction 2

Committee Requirements..... 2

Proposal Defense..... 2

 Defense Date 2

 Recommendation for Candidacy Form 3

Final Defense..... 3

 Application for Advanced Degree 3

 Defense Date 3

 Certification of Doctoral Dissertation Defense 4

 Signature Pages and Front Matter..... 4

Submission of Dissertation/ELP to Department Chair 5

Submission of Dissertation/ELP to Dean..... 5

Submission to Graduate College 5

Contact Information..... 6

PhD and EdD Graduation Timeline..... 7

Introduction

This document is intended to guide School of Education (SOE) faculty and doctoral students through the departmental and college doctoral defense and document submission procedures, also available online at the following webpage:

www.education.udel.edu/resources/doctoral-defense-and-graduation-procedures/.

Faculty and students should refer to the [UD Graduate College](#) for all university-wide policies. It is the student's responsibility to carefully follow all procedures.

If you have questions about any of the below procedures, please contact [Christina Johnston](#), Assistant Dean of Graduate Services, or [Courtney O'Brian](#), Academic Program Coordinator, in the College of Education and Human Development. Complete contact information is provided at the end of this document.

Committee Requirements

Prior to your proposal defense, please be sure that you have a properly constituted dissertation or education leadership portfolio (ELP) committee. All doctoral committees must include **three School of Education faculty members** and **one external member**.

External members may be faculty members in other departments at the University of Delaware or qualified individuals outside of the university. Please consult with your committee chair in preparing your committee.

Failure to have three School of Education faculty members and one outside member in the committee will result in an improperly constituted committee. A student cannot defend his or her proposal or final defense with an improper committee.

It is the student's responsibility to ensure that he or she has a properly constituted committee. If you have any questions, please contact [Courtney O'Brian](#).

Proposal Defense

Defense Date

Set a date and time for the proposal defense with your committee members and plan to submit the proposal to each of your committee members **at least one month prior** to the scheduled defense.

Contact [Courtney O'Brian](#) **at least one month in advance** to reserve a room if your defense is being held in person.

Recommendation for Candidacy Form

Contact [Courtney O'Brian](#) **at least one month in advance** of your proposal date so that she may prepare the [Recommendation for Candidacy Form](#). Please be prepared to give the full names of your committee members.

Courtney O'Brian will email the above forms to the SOE Director.

After your proposal defense, please return the signed form to Courtney O'Brian via email.

Final Defense

Application for Advanced Degree

In order to graduate, students must be registered for a course or be in doctoral sustaining credit during the term in which they will officially graduate. At the beginning of the graduation term, students must also complete and submit an [Application for Advanced Degree](#).

The application must be signed by the student's advisor, Christina Johnston, and the department chair. Students should ask their advisors to first sign the application and then email the document to [Courtney O'Brian](#). The SOE staff will assist with the department chair's signature and send the document to the dean's office for Christina Johnston's signature.

A payment of \$95 for doctoral candidates is required when submitting the application. Use the form at commerce.cashnet.com/UD-GPE to pay your degree application fee by online check (ACH). Contact [Courtney O'Brian](#) with any questions.

Please see the [Graduate College website](#) or the PhD and EdD Graduate Timeline at the end of this document for each semester's deadlines.

Defense Date

Final defenses should be set far in advance of the graduation date. Generally, the final defense should be held **within the first month of your final semester** of graduate school. Defenses must be set at this early date to accommodate the non-negotiable deadlines for submission of the final document to the department, dean, and Graduate College.

Once you have set a date and time for your defense with your committee members, contact [Courtney O'Brian](#) at least one month in advance so that she can reserve a room if the defense is being held in person.

Please submit your final dissertation or ELP to your committee members at least two weeks in advance of this defense date.

Please see the Ph.D. and Ed.D. Graduate Timeline at the end of this document for each semester's deadlines.

Certification of Doctoral Dissertation Defense

Contact [Courtney O'Brian](#) **at least one month in advance** of your defense so that she may prepare the [Certification of Doctoral Dissertation Defense](#) form. This form applies to both PhD and EdD students. Please be prepared to give the full names of your committee members.

After your defense, committee chairs should email the signed form to [Courtney O'Brian](#).

Signature Pages and Front Matter

After preparing these pages, please email a copy of your **title page, administrative signature page, committee signature page,** and **abstract** to your committee or bring a copy to be signed in-person at your defense.

These pages should meet the following requirements. Incorrect title and signature pages will not be accepted and may delay your graduation process.

- The dissertation/ELP should precisely follow the Graduate College's [Thesis/Dissertation Manual](#). Title pages, signature pages, and front matter should strictly follow these guidelines.
- Please confirm the names and titles of all university administrators before your defense.

After your defense, committee chairs should email the signed committee signature pages, along with the unsigned title pages, to [Courtney O'Brian](#).

If your committee requires significant revisions to your dissertation/ELP and they are not prepared to sign your defense form and signature pages, please notify Courtney O'Brian and provide an estimated timeline for completion.

Submission of Dissertation/ELP to Department Chair

Students should make any requested corrections or revisions to their dissertation/ELP based on the oral defense and submit the revision to the department chair for review.

Students should then make any requested corrections or revisions based on the department chair's review and submit the revision in MS Word and PDF formats to [Courtney O'Brian](#).

If the chair is satisfied with the revisions, he or she will sign your signature pages and send all documents to Courtney O'Brian for review by the dean of the College of Education and Human Development.

Please see the PhD and EdD Graduate Timeline at the end of this document for each semester's deadlines. These deadlines are non-negotiable, and missed deadlines will result in delayed graduation.

Submission of Dissertation/ELP to Dean

After the chair's review, the dean of the College of Education and Human Development will review your document and return corrections or revisions to the student via email.

Students should make any requested corrections or revisions based on the deans' review and submit the revision in MS Word and PDF formats to [Courtney O'Brian](#). If the dean is satisfied with the revisions, he or she will sign your signature pages and deliver all documents to the Graduate College.

Please see the PhD and EdD Graduate Timeline at the end of this document for each semester's submission deadlines. These deadlines are non-negotiable, and missed deadlines will result in delayed graduation.

Submission to Graduate College

After the dean reviews your dissertation or ELP, Courtney O'Brian will ask you to reach out to [Mary Martin](#), who officially clears students to graduate. She will assist you with final submission of your document and answer any remaining questions.

The deadline for submission of the final document to the Graduate College is several weeks before your graduation date. Please see the Graduate College website for each semester's due dates or the PhD and EdD Graduate Timeline at the end of this document.

Contact Information

Courtney O'Brian

Academic Program Coordinator
College of Education and Human Development
109 Alison Hall
Newark, DE 19716
302-831-2396
cobrian@udel.edu

Christina Johnston

Assistant Dean of Graduate Services
College of Education and Human Development
110 Alison Hall
Newark, DE 19716
302-831-6955
cmj@udel.edu



**Fall 2022 Graduation (December 2022 degree conferral)
Timeline for Ph.D. and Ed.D. Students Submitting Dissertations or ELPs
and M.S. in Human Development and Family Sciences Students Submitting Theses**

When developing your timeline for completion, please be aware of deadlines and procedures related to final submission of your dissertation, ELP or thesis:

1. University-level procedures: <https://www.udel.edu/academics/colleges/grad/current-students/academic-support/steps-to-graduation/>
(See Steps to Graduation and note that submissions are done remotely using electronic documents. Please contact Mary Martin at marym@udel.edu for details on the process for submission to the Grad College.)

2. Departmental procedures:
 - School of Education students: <http://www.education.udel.edu/resources/doctoral-defense-and-graduation-procedures/>.
 - HDFS students: <http://www.hdfs.udel.edu/current-graduate-students/>

Date	Item	Notes
September 15 Thu	Deadline to file the Application for Advanced Degree (AAD)	All graduate students completing a degree at the end of the semester must complete the AAD. Your faculty advisor should sign the form first and then it should be sent right away to the Dean’s Office. The fee must be paid according to the instructions on the AAD form.
September 15 Thu	Deadline to submit the dissertation/ELP/thesis to your committee	This timeline gives your committee two weeks to read it and return feedback before your defense. Your paper is expected to be free of typos, grammatical errors, or substantive issues at this point.
October 3 Mon	Defense should be held by this date	Make any corrections or revisions suggested by the committee before the defense.
October 17 Mon	Deadline of final, revised draft to department chair	Make any requested corrections or revisions based on the oral defense and submit the updated copy to the department chair.
October 31 Mon	Deadline for revised draft to Dean Gary Henry	Department chairs read and approve dissertation/ELP or thesis prior to submitting to the Dean.
November 15 Tues	Deadline for the final version submitted to the Graduate College	This is the “final, perfect, all-changes -have- been-made” version. You also need to reach out to Mary Martin in the Graduate College to submit the required documents. See #1 above.

Not meeting the above deadlines can result in your graduation semester being delayed and if you are not registered in other courses, you will be required to be registered in sustaining status each fall and spring semester until your degree is conferred. The fee for sustaining status is \$1,152 for doctoral students and \$763 for master’s students per semester (2022-23 rates).



**Winter 2023 Graduation (February 2023 degree conferral)
Timeline for Ph.D. and Ed.D. Students Submitting Dissertations or ELPs
and M.S. in Human Development and Family Sciences Students Submitting Theses**

When developing your timeline for completion, please be aware of deadlines and procedures related to final submission of your dissertation, ELP or thesis:

1. University-level procedures: <https://www.udel.edu/academics/colleges/grad/current-students/academic-support/steps-to-graduation/>
(See Steps to Graduation and note that submissions are done remotely using electronic documents. Please contact Mary Martin at marym@udel.edu for details on the process for submission to the Grad College.)
2. Departmental procedures:
 - School of Education students: <http://www.education.udel.edu/resources/doctoral-defense-and-graduation-procedures/>.
 - HDFS students: <http://www.hdfs.udel.edu/current-graduate-students/>

Date	Item	Notes
Dec. 2, 2022 Fri	Deadline to file the Application for Advanced Degree (AAD)	All graduate students completing a degree at the end of the semester must complete the AAD. Your faculty advisor should sign the form first and then it should be sent right away to the Dean’s Office. The fee must be paid according to the instructions on the AAD form.
Nov. 14, 2022 Mon	Deadline to submit the dissertation/ELP/thesis to your committee	This timeline gives your committee two weeks to read it and return feedback before your defense. Your paper is expected to be free of typos, grammatical errors, or substantive issues at this point.
Nov. 28, 2022 Mon	Defense should be held by this date	Make any corrections or revisions suggested by the committee before the defense.
Dec. 12, 2022 Mon	Deadline of final, revised draft to department chair	Make any requested corrections or revisions based on the oral defense and submit the updated copy to the department chair.
Jan. 3, 2023 Tues	Deadline for revised draft to Dean Gary Henry	Department chairs read and approve dissertation/ELP or thesis prior to submitting to the dean.
Jan. 17, 2023 Tue	Deadline for the final version submitted to the Graduate College	This is the “final, perfect, all-changes -have- been-made” version. You also need to reach out to Mary Martin in the Graduate College to submit the required documents. See #1 above.

Not meeting the above deadlines can result in your graduation semester being delayed and if you are not registered in other courses, you will be required to be registered in sustaining status each fall and spring semester until your degree is conferred. The fee for sustaining status is \$1,152 for doctoral students and \$763 for master’s students per semester (2022-23 rates).



**Spring 2023 (May 2023 degree conferral)
 Timeline for Ph.D. and Ed.D. Students Submitting Dissertations or ELPs**

When developing your timeline for completion, please be aware of deadlines and procedures related to final submission of your dissertation, ELP or thesis:

1. University-level procedures: <https://www.udel.edu/academics/colleges/grad/current-students/academic-support/steps-to-graduation/>
 (See Steps to Graduation and note that submissions are done remotely using electronic documents. Please contact Mary Martin at marym@udel.edu for details on the process for submission to the Grad College.)
2. Departmental procedures:
 - School of Education students: <http://www.education.udel.edu/resources/doctoral-defense-and-graduation-procedures/>.
 - HDFS students: <http://www.hdfs.udel.edu/current-graduate-students/>

Date	Item	Notes
February 15 Wed	Deadline to file the Application for Advanced Degree (AAD)	All graduate students completing a degree at the end of the semester must complete the AAD. Your faculty advisor should sign the form first and then it should be sent right away to the Dean’s Office. The fee must be paid according to the instructions on the AAD form.
February 13 Mon	Deadline to submit the dissertation/ELP/thesis to your committee	This timeline gives your committee two weeks to read it and return feedback before your defense. Your paper is expected to be free of typos, grammatical errors, or substantive issues at this point.
February 27 Mon	Defense should be held by this date	Make any corrections or revisions suggested by the committee before the defense.
March 13 Mon	Deadline of final, revised draft to department chair	Make any requested corrections or revisions based on the oral defense and submit the updated copy to the department chair.
March 27 Mon	Deadline for revised draft to Dean Gary Henry	Department chairs read and approve dissertation/ELP or thesis prior to submitting to the dean.
April 17 Mon	Deadline for the final version submitted to the Graduate College	This is the “final, perfect, all-changes -have- been-made” version. You also need to reach out to Mary Martin in the Graduate College to submit the required documents. See #1 above.

Not meeting the above deadlines can result in your graduation semester being delayed and if you are not registered in other courses, you will be required to be registered in sustaining status each fall and spring semester until your degree is conferred. The fee for sustaining status is \$1,152 for doctoral students and \$763 for master’s students per semester (2022-23 rates).



**Summer 2023 Graduation (August 2023 degree conferral)
Timeline for Ph.D. and Ed.D. Students Submitting Dissertations or ELPs
and M.S. in Human Development and Family Sciences Students Submitting Theses**

When developing your timeline for completion, please be aware of deadlines and procedures related to final submission of your dissertation, ELP or thesis:

1. University-level procedures: <https://www.udel.edu/academics/colleges/grad/current-students/academic-support/steps-to-graduation/>
(See Steps to Graduation and note that submissions are done remotely using electronic documents. Please contact Mary Martin at marym@udel.edu for details on the process for submission to the Grad College.)
2. Departmental procedures:
 - School of Education students: <http://www.education.udel.edu/resources/doctoral-defense-and-graduation-procedures/>.
 - HDFS students: <http://www.hdfs.udel.edu/current-graduate-students/>

Date	Item	Notes
May 2 Mon	Deadline to file the Application for Advanced Degree (AAD)	All graduate students completing a degree at the end of the semester must complete the AAD. Your faculty advisor should sign the form first and then it should be sent right away to the Dean’s Office. The fee must be paid according to the instructions on the AAD form.
May 8 Mon	Deadline to submit the dissertation/ELP/thesis to your committee	This timeline gives your committee two weeks to read it and return feedback before your defense. Your paper is expected to be free of typos, grammatical errors, or substantive issues at this point.
May 30 Tues	Defense should be held by this date	Make any corrections or revisions suggested by the committee before the defense.
June 19 Mon	Deadline of final, revised draft to department chair	Make any requested corrections or revisions based on the oral defense and submit the updated copy to the department chair.
July 3 Mon	Deadline for revised draft to Dean Gary Henry	Department chairs read and approve dissertation/ELP or thesis prior to submitting to the dean.
July 17 Mon	Deadline for the final version submitted to the Graduate College	This is the “final, perfect, all-changes -have- been-made” version. You also need to set up an appointment with Mary Martin in the Graduate College to submit the required documents. See #1 above.

Not meeting the above deadlines can result in your graduation semester being delayed and if you are not registered in other courses, you will be required to be registered in sustaining status each fall and spring semester until your degree is conferred. The fee for sustaining status is \$1,152 for doctoral students and \$763 for master’s students per semester (2022-23 rates).

