



# Doctoral Defense and Final Review Procedures

## PhD and EdD Students

### Contents

<b>Introduction</b> .....	2
<b>Committee Requirements</b> .....	2
<b>Proposal Defense</b> .....	2
Defense Date .....	2
Recommendation for Candidacy Form .....	3
<b>Final Defense</b> .....	3
Application for Advanced Degree .....	3
Defense Date .....	3
Certification of Doctoral Dissertation Defense .....	4
Signature Pages and Front Matter.....	4
<b>Submission of Dissertation/ELP to Department Chair</b> .....	5
<b>Submission of Dissertation/ELP to Dean</b> .....	6
<b>Submission to Graduate College</b> .....	6
<b>Contact Information</b> .....	7
<b>PhD and EdD Graduate Timeline</b> .....	8

## 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. 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 [David Hannah](#), Academic Support 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 [David Hannah](#).

## 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 [David Hannah](#) **at least one month in advance** so that can reserve a room.

## Recommendation for Candidacy Form

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

David Hannah will send the above paperwork to the SOE director's office in 113 Willard Hall Education Building. On the day of your proposal defense, you may pick up your paperwork in the 113 Willard Hall.

After your proposal defense, please return the signed form to the SOE director's office.

## 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 deliver the document to the SOE director's office in 113 Willard Hall. The SOE staff will assist with the department chair's signature and deliver 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. This fee can be paid directly at the Cashier's Office or students can attach a check to their application form. Contact [David Hannah](#) 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 [David Hannah](#) at least one month in advance so that he can reserve a room. 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 [David Hannah](#) **at least one month in advance** of your defense so that he may prepare the [Certification of Doctoral Dissertation Defense](#) form. This form applies to both PhD and EdD students. Please be prepared to give David the full names of your committee members.

After your defense, committee chairs should return the signed form to the SOE director's office in 113 Willard Hall.

### Signature Pages and Front Matter

As a courtesy to our students and advisors, the SOE director's office is happy to prepare the hard-copy front matter and signature pages for our doctoral candidates.

If you would like the SOE office to prepare these pages for you, please send the following information to [Jessica Henderson](#), Writer in the SOE, **at least three days before your defense**.

- Your name as you would like it to appear on your final document
- Your document title
- The names of your advisor and committee members, along with their highest degrees
- The semester in which you plan to graduate
- The name of your degree (i.e. PhD in Education or EdD in Educational Leadership)
- Your final abstract

If you prefer to prepare these pages yourself, please bring **three hard copies** of your **title page, administrative signature page, committee signature page**, and **abstract** that 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 use the [Title and Signature Pages Templates](#), available on [Graduate Student Resources & Forms](#) webpage.
- Please confirm the names and titles of all university administrators before your defense.
- **Three copies** of this front matter should be printed on **bond paper**, available for purchase at office supply stores or the University bookstore.

After your defense, committee chairs should return the signed committee signature pages, along with the unsigned title pages and remaining front matter, to Jessica Henderson in 113 Willard Hall.

If your committee requires significant revisions to your dissertation/ELP and they are not prepared to sign your defense form and signature pages, the unsigned documents should be returned to Jessica Henderson in 113 Willard Hall. Committee chairs should notify Jessica when they are ready to sign these forms.

## 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 [Jessica Henderson](#) for the department chair's review.

- Send an MS Word document to [Jessica Henderson](#). Large files and appendix material may be sent through the [UD Dropbox Service](#).
- Suggested revisions from the chair will be sent directly to the student via email, with copy to the student's advisor and David Hannah.

Students should then make any requested corrections or revisions based on the department chair's review and submit the revision in MS Word form to [Jessica Henderson](#).

If the chair is satisfied with the revisions, he or she will sign your signature pages and deliver all documents to David Hannah 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 form to [David Hannah](#). 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, David Hannah will ask you to schedule a meeting with [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

### **David Hannah**

Academic Support Coordinator  
College of Education and Human Development  
106 Alison Hall  
Newark, DE 19716  
302-831-2396  
[dhannah@udel.edu](mailto:dhannah@udel.edu)

### **Jessica Henderson**

Writer  
School of Education  
113 Willard Education Building  
Newark, DE 19716  
302-831-3534  
[jch@udel.edu](mailto:jch@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](mailto:cmj@udel.edu)



**Fall 2020 Graduation (December 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://grad.udel.edu/policies/step-by-step-guide-to-graduation/>  
(See step-by step guide and submission dates.)
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/>

<b>Date</b>	<b>Item</b>	<b>Notes</b>
September 15 Tues	Deadline to file the <a href="#">Application for Advanced Degree</a> (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 Tues	Deadline to submit the dissertation/ELP/thesis to your <b>committee</b>	This timeline gives your committee two weeks to read it and give you feedback before your defense. <b>Your paper is expected to be free of typos, grammatical errors, or substantive issues at this point.</b>
October 5 Mon	<b>Defense</b> should be held by this date	Make any corrections or revisions suggested by the committee before the defense.
October 19 Mon	Deadline of final, revised draft to <b>department chair</b>	Make any requested corrections or revisions based on the oral defense and submit the updated copy to the department chair.
November 2 Mon	Deadline for revised draft to <b>Dean Gary Henry</b>	Department chairs read and approve dissertation/EPP/ELP prior to submitting to the dean.
November 16 Mon	Deadline for the final version submitted to the <b>Graduate College</b>	This is the “final, perfect, all-changes -have- been-made” version. You also need to set up an appointment with the Graduate College to submit the required documents. See step 7 at <a href="http://www.grad.udel.edu/policies/step-by-step-guide-to-graduation/">http://www.grad.udel.edu/policies/step-by-step-guide-to-graduation/</a> .

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 \$1,096 for doctoral students and \$726 for master’s students per semester (2020-21 rates).





**Winter 2021 Graduation (February degree conferral)  
Timeline for Ph.D. and Ed.D. Students Submitting Dissertations or ELPs  
and M.S. in Human Development and Family Studies 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://grad.udel.edu/policies/step-by-step-guide-to-graduation/>  
(See step-by step guide and submission dates.)
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/>

<b>Date</b>	<b>Item</b>	<b>Notes</b>
Dec. 3, 2020 Thu	Deadline to file the <a href="#">Application for Advanced Degree</a> (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. 16, 2020 Mon	Deadline to submit the dissertation/ELP/thesis to your <b>committee</b>	This timeline gives your committee two weeks to read it and give you feedback before your defense. <b>Your paper is expected to be free of typos, grammatical errors, or substantive issues at this point.</b>
Nov. 30, 2020 Mon	<b>Defense</b> should be held by this date	Make any corrections or revisions suggested by the committee before the defense.
Dec. 14, 2020 Mon	Deadline of final, revised draft to <b>department chair</b>	Make any requested corrections or revisions based on the oral defense and submit the updated copy to the department chair.
Jan. 4, 2020 Mon	Deadline for revised draft to <b>Dean Gary Henry</b>	Department chairs read and approve dissertation/EPP/ELP prior to submitting to the dean.
Jan. 18, 2021 Mon	Deadline for the final version submitted to the <b>Graduate College</b>	This is the “final, perfect, all-changes -have- been-made” version. You also need to set up an appointment with the Graduate College to submit the required documents. See step 7 at <a href="http://www.grad.udel.edu/policies/step-by-step-guide-to-graduation/">http://www.grad.udel.edu/policies/step-by-step-guide-to-graduation/</a> .

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 until your degree is conferred. The fee for sustaining status is \$1,096 for doctoral students and \$726 for master’s students per semester (2020-21 rates).



**Spring 2021 Graduation (May 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://grad.udel.edu/policies/step-by-step-guide-to-graduation/>  
(See step-by step guide and submission dates.)
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 19	Deadline to file the <a href="#">Application for Advanced Degree</a> (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 14	Deadline to submit the dissertation/ELP/thesis to your <b>committee</b>	This timeline gives your committee two weeks to read it and give you feedback before your defense. <b>Your paper is expected to be free of typos, grammatical errors, or substantive issues at this point.</b>
March 1	<b>Defense</b> should be held by this date	Make any corrections or revisions suggested by the committee before the defense.
March 15	Deadline of final, revised draft to <b>department chair</b>	Make any requested corrections or revisions based on the oral defense and submit the updated copy to the department chair.
March 29 Mon	Deadline for revised draft to <b>Dean Gary Henry</b>	Department chairs read and approve dissertation/EPP/ELP prior to submitting to the dean.
April 12 Mon	Deadline for the final version submitted to the <b>Graduate College</b>	This is the “final, perfect, all-changes -have- been-made” version. You also need to set up an appointment with the Graduate College to submit the required documents. See step 7 at <a href="http://www.grad.udel.edu/policies/step-by-step-guide-to-graduation/">http://www.grad.udel.edu/policies/step-by-step-guide-to-graduation/</a> .

**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 \$1,096 for doctoral students and \$726 for master’s students per semester (2020-21 rates).**



**Spring 2021 Graduation (May degree conferral)  
Timeline for 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://grad.udel.edu/policies/step-by-step-guide-to-graduation/>  
(See step-by step guide and submission dates.)
2. Departmental procedures:
  - HDFS students: <http://www.hdfs.udel.edu/current-graduate-students/>

Date	Item	Notes
February 19 Fri	<a href="#">Application for Advanced Degree</a> (AAD) due	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 in 106 Alison Hall West. The fee may be paid at the Cashier’s Office and attach the receipt to your AAD form, or you may attach a check (payable to University of Delaware) to your AAD.
February 19 Fri	Deadline to submit the master’s thesis to <b>committee</b> .	This timeline gives your committee about two weeks to read it and give you feedback before your defense. <b>Your paper is expected to be free of typos, grammatical errors or substantive issues at this point.</b>
March 8 Mon	<b>Defense</b> should be held by this date	Make any corrections or revisions suggested by the committee before the defense.
March 22 Mon	Deadline of final, revised draft to <b>department chair</b>	Make any requested corrections or revisions based on the oral defense and submit the updated copy to the department chair.
April 5 Mon	Deadline for revised draft of dissertations/EPP/ELPs to <b>Dean Gary Henry</b>	Department chairs read and approve thesis prior to submitting to the dean.
April 19 Mon	Deadline for the final version of the dissertation/EPP/ ELP due in the <b>Graduate College</b>	This is the “final, perfect, all-changes -have- been-made” version. You also need to set up an appointment with the Office of Graduate and Professional Education to submit the required documents. See step 7 at <a href="http://www.grad.udel.edu/policies/step-by-step-guide-to-graduation/">http://www.grad.udel.edu/policies/step-by-step-guide-to-graduation/</a> .

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 until your degree is conferred. The fee for sustaining status is \$1,096 for doctoral students and \$726 for master’s students per semester (2020-21 rates).



**Summer 2021 Graduation (August degree conferral)  
Timeline for Ph.D. and Ed.D. Students Submitting Dissertations or ELPs  
and M.S. in Human Development and Family Studies 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://grad.udel.edu/policies/step-by-step-guide-to-graduation/>  
(See step-by step guide and submission dates.)
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/>

<b>Date</b>	<b>Item</b>	<b>Notes</b>
May 10 Mon	Deadline to file the <a href="#">Application for Advanced Degree</a> (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 10 Mon	Deadline to submit the dissertation/ELP/thesis to your <b>committee</b>	This timeline gives your committee two weeks to read it and give you feedback before your defense. <b>Your paper is expected to be free of typos, grammatical errors, or substantive issues at this point.</b>
June 1 Tues	<b>Defense</b> should be held by this date	Make any corrections or revisions suggested by the committee before the defense.
June 21 Mon	Deadline of final, revised draft to <b>department chair</b>	Make any requested corrections or revisions based on the oral defense and submit the updated copy to the department chair.
July 5 Mon	Deadline for revised draft to <b>Dean Gary Henry</b>	Department chairs read and approve dissertation/EPP/ELP prior to submitting to the dean.
July 19 Mon	Deadline for the final version submitted to the <b>Graduate College</b>	This is the “final, perfect, all-changes -have- been-made” version. You also need to set up an appointment with the Graduate College to submit the required documents. See step 7 at <a href="http://www.grad.udel.edu/policies/step-by-step-guide-to-graduation/">http://www.grad.udel.edu/policies/step-by-step-guide-to-graduation/</a> .

**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 until your degree is conferred. The fee for sustaining status is \$1,096 for doctoral students and \$726 for master’s students per semester (2020-21 rates).**