



**Spring 2024 Graduation (May 2024 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, or ELP:

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 and electronic signatures are possible. Dr. Mary Martin in the Graduate College has procedures specific to students in CEHD and she will send those after she receives your **Application for Advanced Degree**. If you have not received them, please contact Dr. Martin at [marym@udel.edu](mailto: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
Feb 15, 2024 Thurs	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 Dean's office will coordinate signatures of the program director and dept. chair. The fee must be paid according to the instructions on the AAD form.
Feb 12, 2024 Mon	Deadline to submit the dissertation/ELP to your <b>committee</b>	This timeline gives your committee two weeks to read it and return feedback before your defense. <b>Your paper is expected to be free of typos, grammatical errors, or substantive issues at this point.</b>
Feb 26, 2024 Mon	<b>Defense</b> should be held by this date	Make any corrections or revisions requested by the committee before the defense.
Mar 11, 2024 Mon	Deadline of final, revised draft to <b>department chair/director</b>	Make any requested corrections or revisions based on the oral defense and submit the updated copy to the department chair with copy to dept. admin.
Apr 1, 2024 Mon	Deadline for revised draft to <b>CEHD Dean Gary Henry</b>	Department chairs read and approve dissertation/ELP prior to submitting to the Dean. The department staff coordinates signature of the chair/director and sends it to the Dean for review.
Apr 15, 2024 Mon	Deadline for the final version submitted to the <b>Graduate College</b>	Once Dean Henry approves, the CEHD Dean's office will send the signature pages and final copy to the Grad College. From this stage you need to follow the procedures outlined by Dr. Martin. 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 \$1,210 for doctoral students and \$801 for master's students per semester (2023-24 rates).



## Spring 2024 Graduation (May 2024 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 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 and electronic signatures are possible. Dr. Mary Martin in the Graduate College has procedures specific to students in CEHD and she will send those after she receives your **Application for Advanced Degree**. If you have not received them, please contact Dr. Martin at [marym@udel.edu](mailto: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
Feb 15, 2024 Thurs	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 Dean's office will coordinate signatures of the Dept. chair. The fee must be paid according to the instructions on the AAD form.
Feb 19, 2024 Mon	Deadline to submit the <i>master's thesis</i> to your <b>committee</b>	This timeline gives your committee two weeks to read it and return feedback before your defense. <b>Your paper is expected to be free of typos, grammatical errors, or substantive issues at this point.</b>
Mar 4, 2024 Mon	<b>Defense</b> should be held by this date	Make any corrections or revisions requested by the committee before the defense.
Mar 18, 2024 Mon	Deadline of final, revised draft to <b>department chair/director</b>	Make any requested corrections or revisions based on the oral defense and submit the updated copy to the department chair with copy to dept. admin.
Apr 8, 2024 Mon	Deadline for revised draft to <b>CEHD Dean Gary Henry</b>	Department chairs read and approve the thesis prior to submitting it to the Dean. The department staff coordinates signature of the chair/director and sends it to the Dean for review.
Apr 22, 2024 Mon	Deadline for the final version of <i>master's theses</i> submitted to the <b>Graduate College</b>	Once Dean Henry approves, the CEHD Dean's office will send the signature pages and final copy to the Grad College. From this stage you need to follow the procedures outlined by Dr. Martin. 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 \$1,210 for doctoral students and \$801 for master's students per semester (2023-24 rates).