



**Winter 2024 Graduation (February 2024 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 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
Dec 15, 2023 Fri	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.
Nov 13, 2023 Mon	Deadline to submit the dissertation/ELP/thesis 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>
Nov 27, 2023 Mon	<b>Defense</b> should be held by this date	Make any corrections or revisions requested by the committee before the defense.
Dec 11, 2023 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.
Jan 3, 2024 Wed	Deadline for revised draft to <b>CEHD Dean Gary Henry</b>	Department chairs read and approve dissertation/ELP or thesis prior to submitting to the Dean. The department staff coordinates signature of the chair/director and sends it to the Dean for review.
Jan 16, 2024 Tues	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).

7/17/2023