



**Winter 2025 Graduation (February 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 at 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 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 4, 2024 Wed	Deadline to submit Application for Advanced Degree (AAD) to Courtney O’Brian for review and chair/ director signature	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 to the Dean’s Office. The Dean’s office will coordinate signatures of the dept. chair and send it to the Grad College by their Dec 15 deadline. The fee must be paid according to the instructions on the AAD form.
Nov 13, 2024 Wed	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.
Dec 2, 2024 Mon	Defense should be held by this date	Make any corrections or revisions requested by the committee before the defense.
Dec 16, 2024 Mon	Deadline of final, revised draft to department chair/director	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 6, 2025 Mon	Deadline for revised draft to CEHD Interim Dean Rena Hallam	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 21, 2025 Tue	Deadline for the final version submitted to the Graduate College	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 \$1,258 for doctoral students and \$833 for master’s students per semester (2024-25 rates).