

DOCTORAL DEFENSE AND GRADUATION PROCEDURES

SCHOOL OF EDUCATION, UNIVERSITY OF DELAWARE

Procedures for defending the Dissertation/EPP PROPOSAL

→Several months prior to the Proposal Defense:

Work with your faculty advisor to assemble your dissertation/EPP Committee. Committee must have between 4 – 6 members including a minimum of 3 School of Education faculty and 1 outside member who is NOT a School of Education member.

→One month prior to the Proposal Defense:

Set a date and time for the Proposal Defense with your committee members. Then, contact David Hannah (dhannah@udel.edu or 831-1165) so that he can schedule a room and prepare your paperwork. He will need to know the correct names of all your committee members for the “**Recommendation for Candidacy for Doctoral Degree**” form that he will prepare for you. If you are an Ed.D. student, he will also prepare the correct NCATE forms for you.

→The day of the Proposal Defense:

See David Hannah prior to your defense to get the room key and your paperwork. Give the paperwork to your Committee Chair and remind your chair to get all committee signatures and return the form(s) to David Hannah after the defense.

Procedures for defending the final Dissertation/EPP

→One month prior to the Defense:

Set a date and time for the Defense with your committee members. Please ensure that all your committee members can attend your defense; if there is a question about this, please check with Dr. Gail Rys in the SOE Graduate Office. Then, contact David Hannah (dhannah@udel.edu or 831-1165) so that he can schedule a room and prepare your paperwork. He will need to know the correct names of all your committee members for the "***Certification of Doctoral Dissertation Defense***" form that he will prepare for you. If you are an Ed.D. student, he will also prepare the correct NCATE forms for you.

You will have to prepare two (2) different sets of signature sheets ahead of time and bring them with you to your defense. Check with David to obtain a copy of the correct format for these two signature sheets. You will need a minimum of three (3) copies of the signature sheet containing your committee members' names and a minimum of three (3) copies of the signature sheet containing the names of the department chair, dean and Vice Provost. These must be printed in exactly the correct format on Bond Paper.

→The day of the Defense:

See David Hannah prior to your defense to get the room key and your paperwork. Give the paperwork to your Committee Chair and remind your chair to get all committee signatures and return the forms to David Hannah after the defense.

Your committee members should sign their three sheets at the time of the defense. The signature sheets with the Vice Provost's signature should be given to David and he will be responsible for getting these signatures. If you are an Ed.D. student, the NCATE sheets should also be completed by your committee members at the time of the defense. All paperwork should be returned to David Hannah immediately after the defense. This paperwork should include:

1. ***Certification of Doctoral Dissertation Defense*** form signed by all committee members.
2. Three (3) copies of committee signature page on bond paper.
3. Three (3) copies of department, dean and University signature page on bond paper.
4. If you are an Ed.D. student, each committee member must complete an NCATE rubric form.

If your committee requires significant revisions to your dissertation/EPP and they are not prepared to sign your Defense form and signature pages until you have made these revisions, the unsigned documents should be returned to David. He will keep them in the SOE Graduate Office until your Committee Chair notifies David that the committee is ready to sign these forms.

→Soon after the Defense

Immediately after you know that you have passed your Dissertation/EPP defense, you should email Dr. Mary Martin (marym@udel.edu) to make an appointment to meet with her. Dr. Martin directs the University's Office of Graduate and Professional Studies and is the person who is officially responsible for clearing you to graduate. She will assist you and answer questions about submitting the .pdf version of your dissertation/EPP as well as submitting three copies of your abstract on bond paper.

IF YOU ARE A FUNDED STUDENT WITH OFFICE SPACE IN WILLARD HALL, you must also meet with Ms. Peggy Jackson (peggyj@udel.edu or 831-2184) to turn in your building and office keys.

OTHER GENERAL REMINDERS: If you have questions about any of these reminders, check with Mr. David Hannah or Dr. Gail Rys (gailrys@udel.edu or 831-1165).

Please be absolutely sure that you have a properly constituted dissertation/EPP committee. Failure to have three School of Education faculty members and one outside member of your committee will result in an improperly constituted committee and you may have to defend your proposal or dissertation/EPP again with the new committee. It is your responsibility to ensure that you have a legal committee.

Please remember that you must be registered for a course or be in Doctoral Sustaining credit during the term in which you will officially graduate.

The deadline by which the final, official, all-revisions-have-been-made version of your Dissertation/EPP must be submitted to the Office of Graduate and Professional Studies is well before the graduation date. Here are the due dates for receipt of your final dissertation/EPP in the Graduate Office:

December grads – Dissertation/EPP due November 15

February grads – Dissertation/EPP due January 15

May grads – Dissertation/EPP due April 15

August grads – Dissertation/EPP due July 15

You must complete and submit an **Application for Advanced Degree** (AAD) at the beginning of the term in which you will graduate. This form is found online at: <http://www.udel.edu/gradoffice/forms/advanceddegree.pdf> Here are the due dates for the AAD's:

December grads – AAD due Sept. 15

February grads – AAD due Dec. 1

May grads – AAD due Feb. 15

August grads – AAD due May 15