



College of Education and Human Development Procedures and Timelines for Submitting Dissertations, ELPs, or M.S. Theses

Jump to timeline

[Fall](#) | [Winter](#) | [Spring](#) | [Summer](#)

Instructions for the [Final Thesis / Dissertation Approval Form](#) in Team Dynamix

When developing a timeline for completion, it is important to be aware of deadlines and procedures related to final submission of the dissertation, ELP or thesis.

1. **University-level procedures:**

<https://www.udel.edu/academics/colleges/grad/current-students/academic-support/steps-to-graduation/>

Make sure to carefully review the [Dissertation and Thesis Manual](#).

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/>

Students are responsible for accessing, reading, and using this information to guide their degree completion process.

Other notes:

- One common misunderstanding is that soon after the defense, the student graduates. However, **at least 8 weeks are needed for advance submission to the committee before the defense, committee-level revisions, and then approvals across the University, all of which need to happen before the University deadline**—which is about a month before the end of the semester. Therefore, the research, writing, and revision needs to be well in advance of the graduation semester, and the defense must happen early in the graduation semester (or even before the term starts if the student intends to graduate in winter/summer).
- To meet the University's [continuous registration requirement](#), students must be enrolled in at least one course or in sustaining status in each fall and spring semester until the degree is conferred.
- [Graduating students are required to be registered in their graduation semester or term](#). Students graduating in winter or summer should also note that they must be registered in at least one course or in sustaining status.
- [Sustaining status](#) maintains a student's matriculation when the student has completed registration in all required courses needed for the degree. Students in sustaining status are considered full-time. Students in sustaining status can receive funding as long as they are within their eligibility period or have received approval for additional years of funding.
- Not meeting the deadlines can result in a student's graduation term being delayed, which can cost more in sustaining status fees or course tuition, and it is the student's financial responsibility.
- The fee for sustaining status is \$1,347 for doctoral students and \$892 for master's students per semester (2026-27 rates).
- Expected summer graduates may participate in the May graduation ceremonies provided they have a successful defense *before* the graduation ceremonies. Summer graduates may participate in the ceremonies the following year.
- See the University's timeline for diplomas and degrees appearing on transcripts:
<https://www.udel.edu/academics/registrar/students/degrees-graduation/>.

Please continue reading below for the timelines for each academic term.

8/18/2025



Fall 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

Date	Item	Notes
One month before the defense	Submit the title plus defense date, time, and location or Zoom link for announcement to CEHD faculty and students.	Use the form at http://www.udel.edu/0013570 . The form will ask if students want to be featured on CEHD social media, which is optional. (Note that room scheduling can be challenging so more than one month may be needed to secure a room for an in-person defense.)
Sep 15	Deadline to submit Application for Advanced Degree (AAD) to Courtney O'Brian via the Graduate Services Request Form for review	All graduate students completing a degree at the end of the semester must complete the AAD. The faculty advisor should sign the form first and then it should be sent to the Dean's Office. The Dean's office will coordinate the signatures and upload the signed form in the student's Stellar record. The fee must be paid according to the instructions on the AAD form.
Sep 15	Deadline to submit the dissertation/ELP/thesis to the committee after review and approval by the dissertation chair.	The dissertation chair should approve for circulation before it is shared with the committee. There are two weeks for the committee to read it and return feedback before the defense. The paper is expected to be free of typos, grammatical errors, and substantive issues at this point.
Oct 1	Defense should be held by this date.	Before and/or after the defense, make any corrections or revisions requested by the committee under the advice of the dissertation chair.
	After you have defended and when your revisions are satisfactorily completed according to your committee's instructions, submit the signed Certification of Doctoral Defense Form through the Graduate Services Request Form . Please also upload a copy in your CEHD Google folder shared by Courtney O'Brian. Do not collect signatures on your certification of defense form until revisions are made and fully approved by your committee and chair.	
	Grad College requirement: When you have the final approved version of your thesis/dissertation by your committee, submit your thesis/dissertation to the ETD site . CEHD note: See Dept. Chair/Director submission step. If there are revisions requested by the Dept. Chair or CEHD Dean, you will need to resubmit your PDF to the ETD site.	
	Grad College requirement: When you submit to the ETD site, the dissertation or thesis also goes to the Graduate College where the Graduate College will review the PDF and will let you know if there are any formatting corrections to make.	
	Grad College requirement: Please carefully review the Steps to Graduation guidelines and the Submission of Work to the Graduate College Section. Note that the Final Thesis/Dissertation Approval Form is due on the same day as the ETD submission and the student must initiate the form in Team Dynamix. The Graduate College manages the approval process and assists in collecting signatures for your final dissertation signature pages once you have submitted to ETD and they have reviewed and approved your final document. If you have questions about the approval/signatures process please email the Grad College at thesis_dissertationadmin@udel.edu. See the section at the back for information on entering names and email in the Final Thesis/Dissertation Approval Form. CEHD note: Alongside the GC process, please use your CEHD Google folder shared by Courtney O'Brian to upload your documents and email her that they are in there.	

Continued



Oct 15	Deadline of final, revised draft to department chair/director	Before submitting to the chair/director, make any requested corrections or revisions based on the oral defense. The revisions may need to be reviewed by the full committee or just by the dissertation chair depending upon what the committee decided at the defense. Once revisions are deemed satisfactory by the dissertation chair (and committee if needed), then submit the updated, fully formatted copy to (1) the department chair/director and (2) the ETD site if you have not already done so. Please do not collect signatures on your certification of defense form until any revisions are made and fully approved by your committee and chair. Students should run an iThenticate report and review it with their advisor for possible edits <i>prior</i> to submitting to the chair/director. Students get an iThenticate license from the Graduate College at the beginning of the graduation semester. An iThenticate report will also be run by the department staff and provided to the chair/director. The department chair/director reads and approves the paper or requests further revisions prior to submitting it to the Dean. The chair/director may request additional revisions. The department staff will send it to the Dean for review.
Oct 31	Deadline for revised draft to the CEHD Dean	The Dean's office reads and approves the paper or requests further revisions prior to submitting it to the Graduate College. The Dean may request additional revisions.
Nov 17	Deadline for the final version submitted to the Graduate College .	Once the CEHD Dean approves, the Dean's office will send the final copy to the Grad College with a copy to the student and advisor. From this stage students need to continue following the procedures outlined on the Grad College website. After Grad College Dean approval, the committee chair should enter permanent grade(s) for 969, 882, or 869.



**Winter 2027 Graduation (February 2027 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**

Date	Item	Notes
One month before the defense	Submit the title plus defense date, time, and location or Zoom link for announcement to CEHD faculty and students.	Use the form at http://www.udel.edu/0013570 . The form will ask if students want to be featured on CEHD social media, which is optional. (Note that room scheduling can be challenging so more than one month may be needed to secure a room for an in-person defense.)
Dec 1	Deadline to submit Application for Advanced Degree (AAD) to Courtney O'Brian via the Graduate Services Request Form for review	All graduate students completing a degree at the end of the semester must complete the AAD. The faculty advisor should sign the form first and then it should be sent to the Dean's Office. The Dean's office will coordinate the signatures and upload the signed form in the student's Stellar record. The fee must be paid according to the instructions on the AAD form.
Nov 10	Deadline to submit the dissertation/ELP/thesis to the committee after review and approval by the dissertation chair.	The dissertation chair should approve for circulation before it is shared with the committee. There are two weeks for the committee to read it and return feedback before the defense. The paper is expected to be free of typos, grammatical errors, and substantive issues at this point.
Dec 1	Defense should be held by this date.	Before and/or after the defense, make any corrections or revisions requested by the committee under the advice of the dissertation chair.
	After you have defended and when your revisions are satisfactorily completed according to your committee's instructions, submit the signed Certification of Doctoral Defense Form through the Graduate Services Request Form . Please also upload a copy in your CEHD shared Google folder. Do not collect signatures on your certification of defense form until revisions are made and fully approved by your committee and chair.	
	Grad College requirement: When you have the final approved version of your thesis/dissertation by your committee, submit your thesis/dissertation to the ETD site . CEHD note: See Dept. Chair/Director submission step. If there are revisions requested by the Dept. Chair or CEHD Dean, you will need to resubmit your PDF to the ETD site.	
	Grad College requirement: When you submit to the ETD site, the dissertation or thesis also goes to the Graduate College where the Graduate College will review the PDF and will let you know if there are any formatting corrections to make.	
	Grad College requirement: Please carefully review the Steps to Graduation guidelines and the Submission of Work to the Graduate College Section. Note that the Final Thesis/Dissertation Approval Form is due on the same day as the ETD submission and the student must initiate the form in Team Dynamix. The Graduate College manages the approval process and assists in collecting signatures for your final dissertation signature pages once you have submitted to ETD and they have reviewed and approved your final document. If you have questions about the approval/signatures process please email the Grad College at thesis_dissertationadmin@udel.edu. See the section at the back for information on entering names and email in the Final Thesis/Dissertation Approval Form. CEHD note: Alongside the GC process, please use your CEHD Google folder shared by Courtney O'Brian to upload your documents and email her that they are in there.	
	Continued	



Dec 15	Deadline of final, revised draft to department chair/director	Before submitting to the chair/director, make any requested corrections or revisions based on the oral defense. The revisions may need to be reviewed by the full committee or just by the dissertation chair depending upon what the committee decided at the defense. Once revisions are deemed satisfactory by the dissertation chair (and committee if needed), then submit the updated, fully formatted copy to (1) the department chair/director and (2) the ETD site if you have not already done so. Please do not collect signatures on your certification of defense form until any revisions are made and fully approved by your committee and chair. Students should run an iThenticate report and review it with their advisor for possible edits <i>prior</i> to submitting to the chair/director. Students get an iThenticate license from the Graduate College at the beginning of the graduation semester. An iThenticate report will also be run by the department staff and provided to the chair/director. The department chair/director reads and approves the paper or requests further revisions prior to submitting it to the Dean. The chair/director may request additional revisions. The department staff will send it to the Dean for review.
Jan 5	Deadline for revised draft to the CEHD Dean	The Dean's office reads and approves the paper or requests further revisions prior to submitting it to the Graduate College. The Dean may request additional revisions.
Jan 19	Deadline for the final version submitted to the Graduate College .	Once the CEHD Dean approves, the Dean's office will send the final copy to the Grad College with a copy to the student and advisor. From this stage students need to continue following the procedures outlined on the Grad College website. After Grad College Dean approval, the committee chair should enter permanent grade(s) for 969, 882, or 869.



Spring 2027 Graduation (May 2027 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

Date	Item	Notes
One month before the defense	Submit the title plus defense date, time, and location or Zoom link for announcement to CEHD faculty and students.	Use the form at http://www.udel.edu/0013570 . The form will ask if students want to be featured on CEHD social media, which is optional. (Note that room scheduling can be challenging so more than one month may be needed to secure a room for an in-person defense.)
Feb 1	Deadline to submit Application for Advanced Degree (AAD) to Courtney O'Brian via the Graduate Services Request Form for review	All graduate students completing a degree at the end of the semester must complete the AAD. The faculty advisor should sign the form first and then it should be sent to the Dean's Office. The Dean's office will coordinate the signatures and upload the signed form in the student's Stellar record. The fee must be paid according to the instructions on the AAD form.
Feb 15	Deadline to submit the dissertation/ELP/thesis to the committee after review and approval by the dissertation chair.	The dissertation chair should approve for circulation before it is shared with the committee. There are two weeks for the committee to read it and return feedback before the defense. The paper is expected to be free of typos, grammatical errors, and substantive issues at this point.
Feb 28	Defense should be held by this date.	Before and/or after the defense, make any corrections or revisions requested by the committee under the advice of the dissertation chair.
	After you have defended and when your revisions are satisfactorily completed according to your committee's instructions, submit the signed Certification of Doctoral Defense Form through the Graduate Services Request Form . Please also upload a copy in your CEHD shared Google folder. Do not collect signatures on your certification of defense form until revisions are made and fully approved by your committee and chair.	
	Grad College requirement: When you have the final approved version of your thesis/dissertation by your committee, submit your thesis/dissertation to the ETD site . CEHD note: See Dept. Chair/Director submission step. If there are revisions requested by the Dept. Chair or CEHD Dean, you will need to resubmit your PDF to the ETD site.	
	Grad College requirement: When you submit to the ETD site, the dissertation or thesis also goes to the Graduate College where the Graduate College will review the PDF and will let you know if there are any formatting corrections to make.	
	Grad College requirement: Please carefully review the Steps to Graduation guidelines and the Submission of Work to the Graduate College Section. Note that the Final Thesis/Dissertation Approval Form is due on the same day as the ETD submission and the student must initiate the form in Team Dynamix. The Graduate College manages the approval process and assists in collecting signatures for your final dissertation signature pages once you have submitted to ETD and they have reviewed and approved your final document. If you have questions about the approval/signatures process please email the Grad College at thesis_dissertationadmin@udel.edu. See the section at the back for information on entering names and email in the Final Thesis/Dissertation Approval Form. CEHD note: Alongside the GC process, please use your CEHD Google folder shared by Courtney O'Brian to upload your documents and email her that they are in there.	
	Continued	



Mar 15	Deadline of final, revised draft to department chair/director	Before submitting to the chair/director, make any requested corrections or revisions based on the oral defense. The revisions may need to be reviewed by the full committee or just by the dissertation chair depending upon what the committee decided at the defense. Once revisions are deemed satisfactory by the dissertation chair (and committee if needed), then submit the updated, fully formatted copy to (1) the department chair/director and (2) the ETD site if you have not already done so. Please do not collect signatures on your certification of defense form until any revisions are made and fully approved by your committee and chair. Students should run an iThenticate report and review it with their advisor for possible edits <i>prior</i> to submitting to the chair/director. Students get an iThenticate license from the Graduate College at the beginning of the graduation semester. An iThenticate report will also be run by the department staff and provided to the chair/director. The department chair/director reads and approves the paper or requests further revisions prior to submitting it to the Dean. The chair/director may request additional revisions. The department staff will send it to the Dean for review.
Apr 1	Deadline for revised draft to the CEHD Dean	The Dean's office reads and approves the paper or requests further revisions prior to submitting it to the Graduate College. The Dean may request additional revisions.
Apr 15	Deadline for the final version submitted to the Graduate College .	Once the CEHD Dean approves, the Dean's office will send the final copy to the Grad College with a copy to the student and advisor. From this stage students need to continue following the procedures outlined on the Grad College website. After Grad College Dean approval, the committee chair should enter permanent grade(s) for 969, 882, or 869.



Summer 2026 Graduation (August 2026 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

Date	Item	Notes
One month before the defense	Submit the title plus defense date, time, and location or Zoom link for announcement to CEHD faculty and students.	Use the form at http://www.udel.edu/0013570 . The form will ask if students want to be featured on CEHD social media, which is optional. (Note that room scheduling can be challenging so more than one month may be needed to secure a room for an in-person defense.)
Feb 20 This date is earlier than other terms to prepare for Commencement and Hooding ceremonies, get on the email announcement and ticketing lists, etc.	Deadline to submit Application for Advanced Degree (AAD) to Courtney O’Brian via the Graduate Services Request Form for review	All graduate students completing a degree at the end of the semester must complete the AAD. The faculty advisor should sign the form first and then it should be sent to the Dean’s Office. The Dean’s office will coordinate the signatures and upload the signed form in the student’s Stellar record. The fee must be paid according to the instructions on the AAD form.
May 1	Deadline to submit the dissertation/ELP/thesis to the committee after review and approval by the dissertation chair.	The dissertation chair should approve for circulation before it is shared with the committee. There are two weeks for the committee to read it and return feedback before the defense. The paper is expected to be free of typos, grammatical errors, and substantive issues at this point.
May 15	Defense should be held by this date.	Before and/or after the defense, make any corrections or revisions requested by the committee under the advice of the dissertation chair.
	After you have defended and when your revisions are satisfactorily completed according to your committee’s instructions, submit the signed Certification of Doctoral Defense Form through the Graduate Services Request Form . Please also upload a copy in your CEHD shared Google folder. Do not collect signatures on your certification of defense form until revisions are made and fully approved by your committee and chair.	
	Grad College requirement: When you have the final approved version of your thesis/dissertation by your committee, submit your thesis/dissertation to the ETD site . CEHD note: See Dept. Chair/Director submission step. If there are revisions requested by the Dept. Chair or CEHD Dean, you will need to resubmit your PDF to the ETD site.	
	Grad College requirement: When you submit to the ETD site, the dissertation or thesis also goes to the Graduate College where the Graduate College will review the PDF and will let you know if there are any formatting corrections to make.	
	Grad College requirement: Please carefully review the Steps to Graduation guidelines and the Submission of Work to the Graduate College Section. Note that the Final Thesis/Dissertation Approval Form is due on the same day as the ETD submission and the student must initiate the form in Team Dynamix. The Graduate College manages the approval process and assists in collecting signatures for your final dissertation signature pages once you have submitted to ETD and they have reviewed and approved your final document. If you have questions about the approval/signatures process please email the Grad College at thesis_dissertationadmin@udel.edu. See the section at the back for information on entering names and email in the Final Thesis/Dissertation Approval Form. CEHD note: Alongside the GC process, please use your CEHD Google folder shared by Courtney O’Brian to upload your documents and email her that they are in there.	
Continued		



Jun 15	Deadline of final, revised draft to department chair/director	Before submitting to the chair/director, make any requested corrections or revisions based on the oral defense. The revisions may need to be reviewed by the full committee or just by the dissertation chair depending upon what the committee decided at the defense. Once revisions are deemed satisfactory by the dissertation chair (and committee if needed), then submit the updated, fully formatted copy to (1) the department chair/director and (2) the ETD site if you have not already done so. Please do not collect signatures on your certification of defense form until any revisions are made and fully approved by your committee and chair. Students should run an iThenticate report and review it with their advisor for possible edits <i>prior</i> to submitting to the chair/director. Students get an iThenticate license from the Graduate College at the beginning of the graduation semester. An iThenticate report will also be run by the department staff and provided to the chair/director. The department chair/director reads and approves the paper or requests further revisions prior to submitting it to the Dean. The chair/director may request additional revisions. The department staff will send it to the Dean for review.
Jul 1	Deadline for revised draft to the CEHD Dean	The Dean's office reads and approves the paper or requests further revisions prior to submitting it to the Graduate College. The Dean may request additional revisions.
Jul 20	Deadline for the final version submitted to the Graduate College .	Once the CEHD Dean approves, the Dean's office will send the final copy to the Grad College with a copy to the student and advisor. From this stage students need to continue following the procedures outlined on the Grad College website. After Grad College Dean approval, the committee chair should enter permanent grade(s) for 969, 882, or 869.



Instructions for Completing the form Final Thesis / Dissertation Approval Form in Team Dynamix (New Electronic Signature page form)

Please carefully review the [Steps to Graduation](#) guidelines and the Submission of Work to the Graduate College Section. There is much more information on that page about this process.

Note that the [Final Thesis/Dissertation Approval Form](#) is due on the same day as the ETD submission and the student must initiate the form in Team Dynamix.

Below are instructions for entering names and email addresses of approvers in CEHD. Please ensure that you are selecting the correct person and verify their email in case there are multiple people at UD with a similar name.

If you have questions about the approval/signatures process and issues such as stuck forms, please email the Grad College at thesis_dissertationadmin@udel.edu. Students are also welcome to email Courtney OBrian if there are any questions about entering the correct CEHD approvers.



 ▼

Search the client portal



Jennifer Johnston

Service Portal HomeProjectsServicesKnowledge BaseReports

[Service Catalog](#) / [Students](#) / [Graduate Student Services](#) / [Final Thesis/Dissertation Approval](#)

[+ Show Help](#) [- Hide Help](#)

Final Thesis/Dissertation Approval

Graduate students use this form to confirm the members of their thesis or dissertation committee and document signatures for their research completion.

All fields marked with an asterisk (*) are required.

Candidate Information

Candidate's name *  

The graduate student preparing for research.

Jennifer Johnston

College *

Start typing...

College Dean *

Start typing...

College

College of Education and Human Development

College Dean

Rena Hallam rrhallam@udel.edu

Continued

8/18/2025



Department *

If you are a UD employee, please change this field to display your academic department.

Graduate College

Department Chair *

Start typing...

Graduate Program Academic Coordinator *

Start typing...

Graduate degree type *

Start typing...

Major *

Expected graduation term *

Start typing...

Title of thesis or dissertation paper *

Department

Enter the School of Education or the Department of Human Development and Family Sciences. UD employees please note that you may need to change this as it defaults to your employment status.

Department Chair

School of Education students: Enter Elizabeth Farley-Ripple enfr@udel.edu

Dept. of Human Development and Family Sciences students: Enter Jason Hustedt jhustedt@udel.edu

Graduate Academic Program Coordinator

Enter Courtney OBrian cobrian@udel.edu

Graduate Degree Type

Select the option for your degree program.

Major

Enter one of the following to match your degree program

- Ph.D. in Education
- Ph.D. in Education and Social Policy
- Ph.D. in Educational Statistics and Research Methods
- Ph.D. in Human Development and Family Sciences
- M.S. in Human Development and Family Sciences (for those submitting a thesis)

Expected Graduation Term

Enter your EGT reflecting your plan. If you need to update your EGT in UDSIS and Stellic, please submit a request it through the [Graduate Services Request Form](#).

Continued

8/18/2025



Committee Member Section



Search the client portal



Jennifer Johnston

[Service Portal Home](#) [Projects](#) [Services](#) [Knowledge Base](#) [Reports](#)

Committee Members

Committee Chair *

Start typing...



Committee Co-Chair

Start typing...



Committee member

Start typing...



Committee member

Start typing...



Committee member

Start typing...



Committee member

Start typing...



Do you have an external committee member who is not a University of Delaware employee? *

Start typing...



Submit

Committee member

Enter the names and email addresses of your committee members