

Dissertation Timelines and Deadlines * for Graduation 2023-2024

DEFENSE COUNTDOWN DEADLINES			
DEADLINE FOR SUBMITTING GRADUATE GRADUATION APPLICATION	Apply for graduation on Andrews University website: Latest day to apply for December 2023 conferral is September 21, 2023* Latest day to apply for Spring 2024 graduation is January 18, 2024* Latest day to apply for Summer 2024 graduation is May 16, 2024* If you apply for graduation after the latest day (*), a late fee will be charged to your account.		
RECOMMENDED FOR SUCCESSFUL COMPLETION			
18 weeks before graduation September (Fall) January (Spring) April (Summer)	<ul style="list-style-type: none"> The candidate must submit to the members of their dissertation committee a completely edited copy of their dissertation, including abstract, all chapters, all appendices, complete bibliography, charts, and tables, numbered and complete. The candidate should discuss a pre-defense date with their committee. 		
PRE-DEFENSE EDITING PERIOD			
Recommended timeline August to Mid-October (Fall) January to February (Spring) April to May (Summer)	<ul style="list-style-type: none"> A pre-defense meeting must be held by the candidate with their dissertation committee to approve the dissertation for the final defense. If the committee votes that the candidate is ready to defend, they will sign a "Ready for Defense" form. The committee may ask the candidate to make corrections in the dissertation and request another pre-defense meeting. If the committee votes that the candidate is ready to defend, they will sign a "Ready for Defense" form. After making sure that all corrections have been made, the Dissertation Chair will submit signed Dissertation Defense Readiness form and application for the External Examiner. In addition will provide the date and time for the dissertation defense. At this point the dean will sign off on the Dissertation Defense and approve the External Examiner. An official confirmation of the dissertation defense will be emailed to the dissertation committee, the external examiner and the candidate 		
REQUIRED DISSERTATION DEADLINES FOR 2023-2024			
8 weeks before end of term* <i>Latest date is:</i> October 19, 2023 (Fall) March 08, 2024 (Spring) June 07, 2024 (Summer)	Oral defense of approved document.		
6 weeks before end of term* <i>Latest date is:</i> November 2, 2023 (Fall) March 22, 2024 (Spring) June 21, 2024 (Summer)	Submit the completely edited draft to the Dissertation Chair: Following the defense, make all changes/additions recommended by your dissertation committee and chair. Ensure that your document conforms to the AU Standards for Written work (https://www.andrews.edu/grad/documents/standards-for-written-work-2015.pdf).		
4 weeks before end of term* <i>Latest date is:</i> November 16, 2023 (Fall) April 05, 2024 (Spring) July 05, 2024 (Summer)	Dissertation Office receives e-copy and all sign-offs: <ul style="list-style-type: none"> When no further corrections are needed, ask your Dissertation Chair to send the final approved document (PDF format) and the signed and approved signature page (as a separate PDF) to the Dissertation Office (dissertationoffice@andrews.edu). Fill out the Submission Agreement form, available from the Dissertation Office website: https://www.andrews.edu/grad/resources/dissertation/index.html, which allows Andrews University to upload your dissertation to the James White Library website, making it available for research, teaching, and private study. Submit your dissertation (PDF format) to UMI/ProQuest, which will give your document wide exposure. Follow the instructions given on the Dissertation Office website: https://www.andrews.edu/grad/resources/dissertation/index.html 		
2 weeks before end of term* <i>Latest date is:</i> November 30, 2023 (Fall) April 19, 2024 (Spring) July 19, 2024 (Summer)	Records receives Final Dissertation Approval form (Dissertation Office signs the completion form and submits it to the Records Office for graduation)		
End of Term*	Fall Term: December 14, 2023	Spring Term: May 02, 2024	Summer Term: August 02, 2024
December 2023 Conferral: 12/29/2023 Spring 2024 Graduation: 5/07/24 Summer 2024 Graduation: 8/04/24	<ul style="list-style-type: none"> Questions regarding graduation weekend should be addressed to the Records Office by calling 1-800-253-2874 or 269-471-3375. The graduation information is available at: https://www.andrews.edu/services/registrar/students/graduation/index.html 		

***These dates are the last possible dates. Students should plan to meet these requirements well before the suggested deadline. Waiting until final deadlines could jeopardize your graduation plans.**