The Dissertation/Thesis Process

Hi! We are Esther Hooley and Nichole Knapp; we work in the Dissertation Office for Andrews University. We are part of the School of Graduate Studies & Research. Before you go to defense, one of us will review your dissertation or thesis to ensure compliance to Andrews University format, and use of style (i.e., APA, Turabian, BASOR, SBL, etc.). After graduation, a digital copy and hard-bound copies of your dissertation/thesis will be placed in the James White Library, as well as published with UMI/ProQuest.

When to Contact the Dissertation Secretary

After your dissertation/thesis is approved by your chair and committee, send us a paper copy so that one of us can review your document, checking for Andrews University format, and use of style (i.e., APA, Turabian, BASOR, SBL, etc.). We do not “edit” your paper. If English is not your first language, you might need to hire an editor.

Because it is so much better to catch potential problems early, it is good if we have a format and style “consultation” in the early stages of the writing process. This can be done in two ways: You can visit us in our office or you can e-mail us part of what you have written, and we will give you feedback. At any time during the writing process, please feel free to contact us if you have any questions about format and your school’s style.

There are aids available to help you in the writing process: Andrews University Standards for Written Work (available from the AU Bookstore, or downloaded at http://www.andrews.edu/grad/resources/style.html); the APA Publication Manual (latest edition); Turabian’s A Manual for Writers (latest edition); and documents posted to each school’s Website.

The Writing Time-line of the Dissertation

1. Work with your committee until the document is approved by the committee for defense.

2. After approval of your dissertation/thesis for defense, submit a copy to the Dissertation Secretary.

3. After making the indicated changes, return a new, corrected copy as well as
the “marked” copy to the office for a final check.

4. When no further corrections are indicated, submit this new document to the coordinator for dissertations/theses for your school (e.g., Anna Piskozub at the School of Education, and Trisha Robertson at the SDA Theological Seminary). This step should take place no later than 4 weeks before the oral defense and 8 weeks before graduation weekend. Until this step has been completed, no defense date will be set.

5. Your school will appoint an external examiner and set a defense date (no later than 4 weeks before graduation).

- **After-Defense Procedures**

  See the steps that need to be completed under Writing Resources at this same Website: What Do I Do after Defense?

- **Charges from the Dissertation Office**

  Charges for binding and photocopying will be placed on your school account after your final dissertation/thesis has been turned in. See complete information under Writing Resources at this same Website: Charges from the Dissertation Office.

- **Contacting the Dissertation Office**

  Please feel free to contact the office at any stage during the dissertation/thesis process: e-mail (dissertationoffice@andrews.edu); telephone (269-471-3276), or in person (Room 310, Administration Building). Adhering to the appropriate Writing Manuals from the very beginning saves precious time in making tedious corrections later on—just when you are short on time!

Esther Hooley/Nichole Knapp, Dissertation Office

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