

# Dissertation Deadlines for Graduation 2011-2012

## DEFENSE COUNTDOWN DEADLINES

<p><b>Process starts 15 WEEKS prior to Graduation</b></p>	<p><b>Apply for graduation at the Records Office:</b>            Latest day to apply for December conferral is September 30, 2011 *            Latest day to apply for Spring 2011 graduation is January 19, 2012 *            Latest day to apply for Summer 2011 graduation is May 16, 2012 *</p>
<p><b>15 weeks prior to graduation</b></p> <p><i>Latest date is:</i>            September 9, 2011 (Winter)            January 20, 2012 (Spring)            April 20, 2012 (Summer)</p>	<ul style="list-style-type: none"> <li>• The candidate must submit to the members of their dissertation committee, a completely edited copy of their dissertation, including all chapters, all appendices, complete bibliography, charts, and tables, numbered and complete.</li> <li>• A 350-word abstract of the dissertation must also be submitted at the same time. The 350-word limit is absolute and is imposed by University Microfilms, Inc. Every word beginning with the first paragraph must be counted.</li> <li>• The candidate should request a pre-defense date with their committee.</li> </ul>
<p><b>12 weeks prior to graduation</b></p> <p><i>Latest date is:</i>            September 30, 2011 (Winter)            February 10, 2012 (Spring)            May 11, 2012 (Summer)</p>	<ul style="list-style-type: none"> <li>• A pre-defense meeting must be held by the candidate with their dissertation committee to approve the dissertation for the final defense.</li> <li>• If the committee votes that the candidate is ready to defend, they will sign a "Ready for Defense" form.</li> <li>• The committee may ask the candidate to make corrections in the dissertation at the pre-defense meeting.</li> </ul>
<p><b>11 weeks prior to graduation</b></p> <p><i>Latest date is:</i>            October 7, 2011 (Winter)            February 17, 2012 (Spring)            May 18, 2012 (Summer)</p>	<ul style="list-style-type: none"> <li>• After making these corrections the candidate must submit their dissertation to the Dissertation Secretary in the Graduate Studies Office for a final copy edit of the document.</li> <li>• The Dissertation Secretary will check that the dissertation conforms to AU's <i>Standards for Written Work</i> formatting rules and APA style rules. Until this step has been completed, <i>no defense date will be set.</i></li> </ul>
<p><b>8 weeks prior to graduation</b></p> <p><i>Latest date is:</i>            October 28, 2011 (Winter)            March 9, 2012 (Spring)            June 8, 2012 (Summer)</p>	<ul style="list-style-type: none"> <li>• After making the final copyedit check, the Dissertation Secretary will give the candidate a clearance form to take to the Graduate Programs Secretary in the School of Education. The candidate is now cleared to make copies of their dissertation for each committee member and the external examiner.</li> <li>• At this point the dean will sign off on the Dissertation Defense, approve the External Examiner, and work to set an acceptable defense date. <i>Please note that this defense date will be at least 4 weeks from this sign off date.</i></li> </ul>
<p><b>4 weeks prior to graduation*</b></p> <p><i>Latest date is:</i>            November 25, 2011 (Winter)            April 6, 2012 (Spring)            July 6, 2012 (Summer)</p>	<ul style="list-style-type: none"> <li>• Oral defense of approved document.</li> </ul>
<p><b>3 weeks prior to graduation*</b></p> <p><i>Latest date is:</i>            December 2, 2011 (Winter)            April 13, 2012 (Spring)            July 13, 2012 (Summer)</p>	<ul style="list-style-type: none"> <li>• Following defense, secure approval from your chairperson that all changes/additions recommended at defense have been made. Submit the new version of your dissertation to the Dissertation Secretary, pointing out all changes/additions.</li> </ul>
<p><b>1½ weeks prior to graduation*</b></p> <p><i>Latest date is:</i>            December 9, 2011 (Winter)            April 25, 2012 (Spring)            July 25, 2012 (Summer)</p>	<ul style="list-style-type: none"> <li>• When no further corrections are needed, submit a final version of your dissertation to the Dissertation Secretary along with the signed approval page. This must occur no later than 10 days before graduation, or graduation will be postponed.</li> </ul>
<p><b>December Conferral: 12/31/11            Spring 2012 Graduation: 5/6/12            Summer 2012 Graduation: 8/5/12</b></p>	<ul style="list-style-type: none"> <li>• Questions regarding graduation weekend should be addressed to the Records Office by calling 1-800-253-2874 or 269-471-3375</li> </ul>

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