



Bakke Graduate University strengthens leaders who steward resources with and for vulnerable people and places, by means of contextual, Christian-based education innovatively delivered throughout the urban world.

## DEADLINES FOR DECEMBER 2022 GRADUATION

**Abbreviations:** Academic Cabinet Dissertation Team (ACDT), Director of Doctoral Final Projects (DDFP), Final Project (FP), Final Project Proposal (FPP), Final Project Supervisor (FPS), Graduation Coordinator (GC), Institutional Review Board (IRB), Second Reader (SR), Technical Reader (TR)

| 2021 Deadlines | Task  |
|----------------|---|
| <b>Dec 30</b>  | Complete the Project Design Methodology (DTL students - RES702) or Research Bridge (DMin – RES701) course.  |
|                | Select a Final Project Supervisor (FPS) and a Second Reader (SR). Email your selections to the Director of Doctoral Final Projects (DDFP) who will forward to the Academic Cabinet Dissertation Team (ACDT).  |
|                | Register and pay for Part 1 of the Dissertation Writing Course (DTL students - DFP701a or DMin students - DIS701a). There are no current assignments in this course, but you can use the programs in the course related to completing your Final Project Proposal (FPP) and Final Project (FP). |

| 2022 Deadlines | Task  |
|----------------|---|
| <b>Jan 15</b>  | Based on recommendations from professors in your Research Methodology course, complete a final draft of the FPP and submit it to your FPS.  |
| <b>Feb 15</b>  | After approval from your FPS, submit your FPP to the DDFP who will forward the proposal to the Academic Cabinet Dissertation Team (ACDT) for review and approval. You must receive ACDT approval prior to writing your dissertation.  |
| <b>Feb 20</b>  | If your research will include <i>sensitive topics</i> or <i>vulnerable populations</i> , as defined in the Institutional Review Board (IRB) Policy and Procedures Manual, submit an IRB Review Application Form to the DDFP who will forward to the ACDT for review and approval. If IRB guidelines apply to your research model, you must receive approval before collecting data from people. It is recommended that all proposals be emailed to the DDFP for initial review based on IRB criteria. |
| <b>Mar 1</b>   | Submit chapter 1 of your FP to your FPS for recommendations. If your writing is not at a doctoral level, your FPS will require you to acquire the services of an editor to work with you as you continue to develop the FP chapters.  |

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| <b>Apr 30</b>    | Submit chapters 2-3 to your FPS for recommendations and approval.  |
| <b>Jul 15</b>    | Submit entire FP first draft to your FPS for approval. Again, if your writing is not at a doctoral level, you will be required to acquire the services of an editor.   |
| <b>Aug 15</b>    | After completing revisions required by your FPS and editor (if required), submit your FP to your Second Reader (SR).   |
| <b>Sep 10</b>    | After you have approvals from your FPS and SR, submit your FP to the DDFP and Graduation Coordinator (GC). After their reviews, they will forward your FP to the BGU Technical Reader (TR).  |
| <b>Oct 15</b>    | Complete revisions to your FP based on TR recommendations and send to your FPS for approval. All financial obligations must be paid in full by this date and all course requirements met before scheduling an Oral Review.   |
| <b>Nov 1</b>     | After completing FP revisions based on TR recommendations, send your revised FP to the GC for review and to your FPS for approval. After approval of your FP by your FPS, schedule your Oral Review through the GC. Deadline for Oral Review completion is November 15. (All financial obligations must be paid in full by this date before completing your oral review. |
| <b>Dec 1</b>     | Complete all FP revisions based on recommendations from your Oral Review Committee and send the FP to the GC and FPS. After approvals from the FPS and GC, send final Microsoft Word version of FP to GC for final edits before the document is made into a PDF and added to BGU's online library in Populi (and printing/binding if you wish to pay extra).             |
| <b>Dec 30</b>    | You will receive a transcript indicating your graduate status. However, diplomas will be distributed at the June 2022 graduation ceremony.   |
| <b>June 2022</b> | Attend graduation ceremony in Dallas, Texas, USA on first Saturday in June – celebrate!  |