



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 2024 GRADUATION DOCTORAL STUDENTS

Abbreviations: Academic Cabinet Dissertation Team (ACDT), Director of DTL/DMin Dissertations (DDD), Dissertation Proposal (DP), Dissertation Supervisor (DS), Graduation Coordinator (GC), Institutional Review Board (IRB), Second Reader (SR), Technical Reader (TR)

| 2023 Deadlines | Task |
|-------------------|---|
| Dec 30 | Complete the Dissertation Proposal Design (RES701) course. |
| | Select a Dissertation Supervisor (DS) and a Second Reader (SR). Email your selections to the Director of DTL/DMin Dissertations (DDD) who will forward to the Academic Cabinet Dissertation Team (ACDT). |
| | Register and pay for Part 1 of the Dissertation Writing Course (DIS701a). There are no current assignments in this course, but you can use the programs in the course related to completing your Dissertation Proposal (DP) and dissertation. |

| 2024 Deadlines | Task |
|-------------------|---|
| Jan 15 | Based on recommendations from professors in your RES701 course, complete a final draft of the dissertation and submit it to your DS. |
| Feb 15 | After approval from your DS, submit your dissertation to the DDD 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. |
| Feb 20 | 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 DDD 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 DDD for initial review based on IRB criteria. |

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| Mar 1 | Submit chapter 1 of your dissertation to your DS for recommendations. If your writing is not at a doctoral level, your DS will require you to acquire the services of an editor to work with you as you continue to develop the dissertation chapters. |
| Apr 30 | Submit chapters 2-3 to your DS for recommendations and approval. |
| Jul 15 | Submit entire dissertation first draft to your DS for approval. Again, if your writing is not at a doctoral level, you will be required to acquire the services of an editor. |
| Aug 15 | After completing revisions required by your DS and editor (if required), submit your dissertation to your Second Reader (SR). |
| Sep 10 | After you have approvals from your DS and SR, submit your dissertation to the DDD and Graduation Coordinator (GC). After their reviews, they will forward your dissertation to the BGU Technical Reader (TR). |
| Oct 15 | Complete revisions to your dissertation based on TR recommendations and send to your DS for approval. All financial obligations must be paid in full by this date and all course requirements met before scheduling an Oral Review. |
| Nov 1 | After completing dissertation revisions based on TR recommendations, send your revised dissertation to the GC for review and to your DS for approval. After approval of your dissertation by your DS, 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. |
| Dec 1 | Complete all dissertation revisions based on recommendations from your Oral Review Committee and send the dissertation to the GC and DS. After approvals from the DS and GC, send final Microsoft Word version of dissertation 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). |
| Dec 30 | You will receive a transcript indicating your graduate status. However, diplomas will be distributed at the June 2025 graduation ceremony. |
| June 2025 | Attend graduation ceremony in Dallas, Texas, USA on first Saturday in June – celebrate! |