



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 JUNE 2023 GRADUATION

Abbreviations Used Schedule: 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)

2022 Deadlines	Task
Jan 1	Enroll in the Project Design Methodology course (DTL students - RES702) or Research Bridge (DMin – RES701) course. The course should be taken during the January to March module (April to June module at the latest) in the year prior to your target graduation date.
Apr 1	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).
Apr 1	Register and pay for the 2-credit 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 course plagiarism checker to ensure that you have not inadvertently included direct quotations without appropriate quotation marks and documentation in your FPP and FP. During this module, you will work with your FPS to complete a Final Project Proposal (FPP) for submission to the Academic Cabinet Dissertation Team (ACDT).
Jul 1	Register and pay for the 2-credit part 2 of the Dissertation Writing Course (DTL students - DFP701B or DMin students - DIS701B). During this module, you should be writing Chapters 1 through 3 of your FP.
Jul 20	After approval from your FPS, submit your FPP to the DDFP who will forward the proposal to the ACDT for review and approval. You must receive ACDT approval prior to writing your dissertation.
Jul 30	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 IRB 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.

Sep 1	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.
Sep 30	Submit chapters 2-3 to your FPS for recommendations and approval.
Oct 1	Register and pay for the 2-credit part 3 of the Dissertation Writing Course (DTL students - DFP701B or DMin students - DIS701B). During this module you will be completing your first entire draft of the FP by December 15.
Dec 15	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.

2023 Deadlines	Task
Jan 10	After completing revisions required by your FPS and editor (if required), submit your FP to your Second Reader (SR). Register for the January DFP701D or DIS701D. This is the module in which you will submit your FP to the Technical Reader (TR) and move to the final stages of the Oral Review.
Feb 15	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).
Mar 15	After completing FP revisions based on TR recommendations, email your corrected FP to the GC. Once the GC has approved the dissertation, email to your FPS. Once your FPS has approved the FP, the GC will email you an Oral Review Scheduling Form. The Oral Review must be completed not later than May 1.
Mar 31	In order to participate in graduation, all coursework must be completed by this date.
Apr 15	Email photos of 1) you; 2) your work/ministry context; and 3) you with your family for use during graduation ceremony. Also fill out any forms needed for participation in the graduation ceremony such as cap and gown measurements, etc.
Apr 30	All financial obligations must be paid in full by this date before completing your oral review.
May 10	Complete all FP revisions based on recommendations from your Oral Review Committee and send your FP to the GC and FPS. After approvals from the FPS and GC, send a final draft of Final Project to GC in Word format; she will check for any final edits before adding the signature page and creating a PDF to be added to BGU's online library in Populi (printing/binding is not handled by BGU). Sign the Dissertation Release Agreement if you agree to have your dissertation added to BGU's website for public access.
June	Attend graduation ceremony in Dallas, Texas, USA on <i>first Saturday in June</i> – celebrate!