BGU | BAKKE GRADUATE UNIVERSITY

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 2024 GRADUATION

Abbreviations Used Schedule: DTL/DMin Dissertation Advisory Team (DDAT), Director of Doctoral Dissertations (DDD), Dissertation, Dissertation Proposal (DP), Dissertation Supervisor (DS), Graduation Coordinator (GC), Institutional Review Board (IRB), Second Reader (SR), Technical Reader (TR)

2023 Deadlines	Task
Jan 1	Enroll in the dissertation proposal development course in either the October to December 2023 module or the January to March 2023 module. The course is entitled Dissertation Proposal Design (RES701). To graduate in June 2024, you must complete this course by March 30, 2023.
Mar 15	Select a Dissertation Supervisor (DS) and a Second Reader (SR). Email your selections to the Director of Doctoral Dissertations (DDD) who will forward to the DTL/DMin Dissertation Advisory Team (DDAT).
Apr 1	There are four phases of the dissertation writing process, and each 2-credit phase is designated with a course number (DIS701A, B, C, & D). By April 1 of the year preceding your anticipated graduation date, register and pay for *Dissertation-1: Proposal Approval* (DIS701A). There are no weekly assignments or interaction with professors in these courses, 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 Dissertation Proposal (DP) and dissertation. During this the DIS701A module, you will work with your DS to complete a DP for submission to the DDAT.
Jun 15	By this date, you must submit your DP to the DDAT for approval. After approval from your DS, submit your DP to the DDD who will forward the proposal to the DDAT for review and approval. You must receive DDAT approval prior to writing your dissertation.
Jul 1	Register and pay for *Dissertation-2: Chapters* (DIS701B). During this module (preferably in the July module in the year prior to your target graduation date), you should be refining Chapters 1 through 3 of your dissertation, which are actually the chapters of your proposal which can be pasted into the dissertation template.

Jul 15	If your research will include *sensitive topics* or *vulnerable populations,* 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 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 DDD for initial review based on IRB criteria.
Sep 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.
Sep 30	Submit chapters 2-3 to your DS for recommendations and approval.
Oct 1	Register and pay for *Dissertation-3: First Draft* (DIS701C). During this module you will be completing the first draft of your entire dissertation, which is due by December 15.
Dec 15	Submit entire first draft of your dissertation 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.

2024 Deadlines	Task
Jan 1	Register for *Dissertation-4: Completion* (DIS701D). After receiving approval from your DS, and possibly an editor if required, you will submit your dissertation to your Second Reader (SR) and then to the Technical Reader as described below in this schedule.
Jan 10	Submit your dissertation to your Second Reader (SR) for review and approval.
Feb 15	After you have approvals from your DS and SR and each one has submitted an evaluation form to the DDD, submit your dissertation to both the DDD and Graduation Coordinator (GC). After their reviews, they will forward your dissertation to the BGU Technical Reader (TR).
Mar 15	After completing revisions to your dissertation based on the TR's recommendations, email your corrected dissertation to the GC. Once the GC has approved the dissertation, email the document to your DS for final approval. After your DS has approved your dissertation, 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 dissertation revisions based on recommendations from your Oral Review Committee (if any) and send your dissertation to the GC and your DS. After approvals from the DS and GC, send a final draft of Dissertation to the 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, which is held on the *first Saturday every June* – celebrate!