

Dear Graduate Coordinators, Dissertation Chairs, Thesis Chairs, Department Chairs, and Graduate Students.

In order to facilitate proper review of Doctoral dissertations and Master's theses submitted to the COE Dean's Office for approval before Graduate College submission, please be aware of the following. The Doctoral or Master's thesis defense must occur at least 5 business days before the COE Deadline to be reviewed for graduation that semester. **All committee members** should have a copy of the dissertation or thesis at least a week prior to the defense.

Please make sure you submit one clean copy of the Doctoral dissertation or Master's Thesis to the Dean's Office after the departmental review at least 10 Business DAYS before the published last day* to submit Doctoral dissertation and Master's thesis to the University Graduate Dean. **To ensure a timely review (as noted on the attached Dissertation Checklist), the dissertation or thesis must be submitted electronically by the department via email to jelliott@fau.edu and must include the following:**

- **Word version of the manuscript.**
- **PDF copy of the manuscript with highlighted citations that indicate they have been cross-checked with the reference list.**
- **PDF of the reference list with highlighted references indicating that the student has cross-checked all citations.**

The Graduate College will route the signature page electronically. For links to the [defense announcement form](#) and [signature page templates](#), as well as detailed information on the Graduate College process, please visit: <http://fau.edu/graduate/forms-and-procedures/degree-completion/thesis-and-dissertation/index.php>.

2025/26 Deadlines for Submission:

	Defense Deadline	COE Dean	Univ Graduate Dean*
<u>Fall 2025</u>			
Doctoral Dissertation	October 20	October 27	November 10*
Master's Thesis	October 27	November 3	November 17*
<u>Spring 2026</u>			
Doctoral Dissertation	March 16	March 23	April 6*
Master's Thesis	March 23	March 30	April 13*
<u>Summer 2026</u>			
Doctoral Dissertation	June 15	June 22	July 13*
Master's Thesis	June 22	June 29	July 20*

**These dates are tentative and are subject to change.*

Prior to sending dissertations/theses to the COE Dean's Office, please take note of the following.

- Proofread the dissertation/thesis and make sure the recommended style (APA format, etc.) is followed, and the required sections/elements are in place. APA style version 7 must be used.

•All dissertations or thesis must be formatted using the guidelines stated in the [Graduate Thesis and Dissertation Guidelines](#). Students using an editor to prepare their document need to inform them of this requirement.

Documents that do not conform will not be accepted.

•Obtain all the required signatures from the chair and members of the dissertation/thesis committee, and the chair of the respective department. **Each signature acknowledges that the individual has read the complete document and finds it acceptable.**

•The COE Dean's Office will receive and review dissertation/thesis turned in by the appropriate department chair or the chair of the dissertation/thesis committee. Dissertations/theses turned in by any other sources within or outside the university will not be entertained.

• If the dissertation/thesis requires corrections, it will be returned to the chair of the dissertation committee through the department chair. The corrections must be returned to the Dean's Office within 5 business days from receiving corrections to allow for final review and signature.

•After review, the dissertation/thesis will be returned to the respective department chair and the Dean will sign the electronic signature page. The department will contact the student regarding final submission procedures.

• Please plan ahead your defense-date so that any unnecessary delays may be avoided. Defense announcements may be sent to the COE Dean's office via email for distribution to COE faculty and posting on the COE calendar. Doctoral students are responsible for submitting defense announcement and signature page draft directly to the Graduate College ([online defense announcement form here](#)) two weeks before the scheduled defense.

Thank you for your understanding and cooperation.

8/22/2025