

**Graduate School
2016/2017 Deadlines**

SUBMIT TO	ITEMS TO SUBMIT	SUMMER 2016	FALL 2016	WINTER 2017	SPRING 2017
College-Chair of Advisory Committee	DRAFT-Thesis/Dissertation (complete -no partials) – at least 1 week prior to defense/oral exam	JUN 17	SEPT 30	JAN 6	MAR 31
College – Major Advisor	Schedule Defense of Thesis/Dissertation	JUN 24	SEPT 30	JAN 6	MAR 31
College – Graduate Committee	DEFEND Thesis/Dissertation	JULY 1	OCT 7	JAN 13	APR 7
English Dept	English check (if required by College)	JULY 8	OCT 7	JAN 13	APR 7
College – Assoc Dean/Director of Graduate Studies	One copy of FINAL DRAFT thesis/dissertation---- by 4:00pm	JULY 8	OCT 14	JAN 20	APR 13
Graduate School	DRAFT of thesis/dissertation for initial check of format (partials not accepted). English check approval FORM must be submitted at initial check or <u>draft will not be accepted.</u>	JULY 15	OCT 21	JAN 27	APR 21
Graduate School (Dean)	One copy of approved FINAL thesis/dissertation with all corrections made--- by 4:00 p.m.	JULY 22	OCT 28	FEB 3	APR 28
Graduate School (Dean)	Five copies on bond paper of FINAL certified thesis/dissertation – by 4:00 p.m.	JULY 29	NOV 4	FEB 10	MAY 5
Library	Five copies on bond paper of completed thesis/dissertation— by 3:00 p.m.	AUG 11	NOV 14	FEB 20	MAY 15
Library & Cashier	Cashier – Deposit of payment- by 3:00 p.m. Library – Return paid Cashier receipt— by 3:30 p.m.	AUG 11	NOV 14	FEB 20	MAY 15
College – Assoc Dean/Director of Graduate Studies	Library Receipt and this form (with all signatures)---IF plan to graduate in current quarter	AUG 11	NOV 14	FEB 20	MAY 15

Note 1: All items in list are **mandatory**. After completing each step in the order listed, obtain approval signatures (no initials) to continue processing manuscript.

Note 2: Students **unable to meet the published deadlines** for submission of theses/dissertations to the appropriate entities listed in this table can proceed with the submission process, but they **will not be eligible to graduate during the current quarter**. Note that the deadlines listed in this schedule are the final deadlines—i.e., the last date possible for accomplishing each task. **Students are advised to complete each task, submission, and process prior to the deadlines listed to avoid unnecessary and/or unavoidable delays.**

Note 3: If students submit five copies of the completed, certified thesis/dissertation with completed signature pages to the Dean of the Graduate School and to the Library **by 3:00 p.m. on the last day of classes in the current quarter**, they will be eligible to enroll in the following quarter for **'graduation only.'**

Students who fail to submit the completed, certified thesis/dissertation with completed signature pages to the Dean of the Graduate School and to the Library **by 3:00 p.m. on the last day of classes in the current quarter** **will be required to enroll in at least 3 hours of graduate research credit for the following quarter** while they complete requirements for the degree.

Note 4: Students are strongly advised to complete their **Oral defense** in the quarter **prior to degree conferral** or no later than the 10th class day of the quarter of expected graduation **rather than waiting until late in the quarter to defend** and possibly missing deadlines and/or delaying graduation. **ALL published deadlines** for submission of a thesis/dissertation to the Graduate School and Library for a given quarter **must be met.**