

**Graduate School  
2018/2019 Deadlines**

SUBMIT TO	ITEMS TO SUBMIT	SUMMER 2018	FALL 2018	WINTER 2019	SPRING 2019
College-Chair of Advisory Committee	DRAFT-Thesis/Dissertation ( <b>complete</b> -no partials) – <b>at least 1 week prior to defense/oral exam</b>	JUN 15	SEPT 21	DEC 14	MAR 22
College – Major Advisor	<b>Schedule Defense</b> of Thesis/Dissertation	JUN 22	SEPT 28	DEC 21	MAR 29
College – Graduate Committee	<b>DEFEND</b> Thesis/Dissertation	JUN 29	OCT 5	JAN 11	APR 5
English Dept	English check (if required by College)	JULY 6	OCT 5	JAN 11	APR 5
College – Assoc Dean/Director of Graduate Studies	One copy of <b>FINAL DRAFT</b> thesis/dissertation--- <b>by 4:00pm (Summer 12 noon)</b>	JULY 6	OCT 12	JAN 18	APR 12
Graduate School	<b>DRAFT</b> of thesis/dissertation for <b>initial</b> check of format (partials not accepted). <b>English check approval FORM must be submitted at initial check or draft will not be accepted . (Summer 12 noon)</b>	JULY 13	OCT 19	JAN 25	APR 18
<b>Graduate School (Dean)</b>	One copy of approved <b>FINAL</b> thesis/dissertation <b>with all corrections made---by 4:00 p.m. (Summer 12 noon)</b>	<b>JULY 20</b>	<b>OCT 26</b>	<b>FEB 1</b>	<b>APR 26</b>
Graduate School (Dean)	Five copies <b>on bond paper</b> of <b>FINAL</b> certified thesis/dissertation – <b>by 4:00 p.m. (Summer 12 noon)</b>	JULY 27	NOV 2	FEB 8	MAY 3
Library	Five copies on bond paper of completed thesis/dissertation— <b>by 3:00 p.m.</b>	AUG 9	NOV 12	FEB 18	MAY 10
Library & Cashier	<b>Cashier</b> – Deposit of payment- <b>by 3:00 p.m.</b>  <b>Library</b> – Return paid Cashier receipt— <b>by 3:30 p.m.</b>	AUG 9	NOV 12	FEB 18	MAY 20
College – Assoc Dean/Director of Graduate Studies	<b>Library Receipt</b> and this form (with all signatures)---IF plan to graduate in current quarter	AUG 9	NOV 12	FEB 18	MAY 20

**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.**