

**Graduate School  
2011/2012 Deadlines**

SUBMIT TO	ITEMS TO SUBMIT	SUMMER 2011	FALL 2011	WINTER 2011	SPRING 2012
College-Chair of Advisory Committee	DRAFT-Thesis/Dissertation (complete-no partials) – <b>at least 1 week prior to defense/oral exam</b>	Jun 24	Sep 14	Dec 6	Mar 13
College – Major Advisor	<b>Schedule Defense</b> of Thesis/Dissertation	Jun 24	Sep 14	Dec 6	Mar 13
College – Graduate Committee	<b>DEFEND</b> Thesis/Dissertation	Jul 1	Sep 21	Dec 13	Mar 20
English Dept	English check (if required by College)	Jul 8	Sep 30	Jan 6	Mar 30
College – Assoc Dean/Director of Graduate Studies	One copy of <b>FINAL DRAFT</b> thesis/dissertation---by 4:00pm	Jul 15	Oct 7	Jan 13	Apr 6
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 <u>draft will not be accepted.</u></b>	Jul 22	Oct 14	Jan 20	Apr 13
Graduate School (Dean)	One copy of approved <b>FINAL</b> thesis/dissertation <b>with all corrections</b> made---by 4:00 p.m.	Jul 29	Oct 21	Jan 27	Apr 20
Graduate School (Dean)	Five copies <b>on bond paper</b> of <b>FINAL</b> certified thesis/dissertation – by 4:00 p.m.	Aug 5	Nov 4	Feb 3	May 4
Library	Five copies on bond paper of completed thesis/dissertation—by 3:00 p.m.	Aug 11	Nov 14	Feb 27	May 14
Library & Cashier	<b>Cashier</b> – Deposit of payment- by 3:00 p.m.  <b>Library</b> – Return paid Cashier receipt—by 3:30 p.m.	Aug 11	Nov 14	Feb 27	May 14
College – Assoc Dean/Director of Graduate Studies	<b>Library Receipt</b> and this form (with all signatures)--- to graduate in current quarter	Aug 11	Nov 14	Feb 27	May 14

**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 by 4:00 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 by 4:00 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:** **Oral defense** of a thesis/dissertation **must take place no later than the 10<sup>th</sup> class day of the quarter of expected graduation**. Students are strongly advised to complete their defense in the prior quarter. In addition, **all published deadlines** for submission of a thesis/dissertation to the Graduate School and Library for a given quarter **must be met**.