

**Graduate School
2019/2020 Deadlines**

SUBMIT TO	ITEMS TO SUBMIT	SUMMER 2019	FALL 2019	WINTER 2019/2020	SPRING 2020
College-Chair of Advisory Committee	DRAFT-Thesis/Dissertation (complete -no partials) – at least 1 week prior to defense/oral exam	JUN 14	SEPT 20	DEC 13	MAR 20
College – Major Advisor	Schedule Defense of Thesis/Dissertation	JUN 21	SEPT 27	DEC 20	MAR 27
College – Graduate Committee	DEFEND Thesis/Dissertation	JUN 28	OCT 4	JAN 10	APR 3
English Dept	English check (if required by College)	JULY 5	OCT 4	JAN 10	APR 3
College – Assoc Dean/Director of Graduate Studies	One copy of FINAL DRAFT thesis/dissertation---- by 4:00pm (Summer 12 noon)	JULY 5	OCT 11	JAN 17	APR 10
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 draft will not be accepted. (Summer 12 noon)	JULY 12	OCT 18	JAN 24	APR 17
Graduate School (Dean)	One copy of approved FINAL thesis/dissertation with all corrections made---by 4:00 p.m. (Summer 12 noon)	JULY 19	OCT 25	JAN 31	APR 24
Graduate School (Dean)	Five copies on bond paper of FINAL certified thesis/dissertation – by 4:00 p.m. (Summer 12 noon)	JULY 26	NOV 8	FEB 7	MAY 1
Library	Five copies on bond paper of completed thesis/dissertation by 2:30 p.m.	AUG 9	NOV 11	FEB 17	MAY 18
Cashier	Deposit of payment by 3:00 p.m.	AUG 9	NOV 11	FEB 17	MAY 18
College – Assoc Dean/Director of Graduate Studies	Certification to graduate in the current quarter.	AUG 9	NOV 11	FEB 17	MAY 18

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.'**

University Policy: Students who fail to submit the completed, certified thesis/dissertation with completed signature pages to the Library by 2:30 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.