2017-1018 Timeline and Deadlines for Graduating Students

The Graduate Education deadlines in Table 1 represent **minimum** times allotted to complete the steps. Typical times are longer. Table 2 suggests target dates that allow sufficient time to complete all requirements in time for commencement, despite common setbacks such as course alterations based on the POS audit, extensive revisions to the thesis/dissertation, traveling committee members, etc. Be sure to confirm committee availability for the target defense date early in the semester.

Table 1. Recommended Timeline for Graduating Students

<table>
<thead>
<tr>
<th>Task (All students; thesis/dissertation students only)</th>
<th>Target date for completion</th>
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<tbody>
<tr>
<td>Complete admission to candidacy (PhD students only) Includes defending dissertation research proposal</td>
<td>After completion of most coursework</td>
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<tr>
<td><strong>Submit application to graduate</strong></td>
<td>Midterm of semester prior to degree completion</td>
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<tr>
<td><strong>Review Program of Study and submit revised POS if needed; register for final semester courses</strong></td>
<td>Midterm of semester prior to degree completion</td>
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<tr>
<td>Give thesis/dissertation to major professor for review and permission to give to the committee (allow two weeks)</td>
<td>8-10 weeks prior to end of finals week</td>
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<tr>
<td>Give thesis/dissertation to committee for review and to Grad Office for pre-format check (allow two weeks)</td>
<td>6-8 weeks prior to end of finals week</td>
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<tr>
<td>Schedule defense (requires committee signatures; submit signed form at least five business days before defense)</td>
<td>5 weeks prior to end of finals week</td>
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<tr>
<td>Defend</td>
<td>4 weeks prior to end of finals week</td>
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<tr>
<td>Work on revisions prior to/after defense and obtain title page approval signatures from your committee (allow two-three weeks)</td>
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<tr>
<td>Submit committee-approved copy to Grad Office via D2L for proofreading (allow two weeks)</td>
<td>3 weeks prior to end of finals week</td>
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<tr>
<td>Make final corrections, print final copy on archival paper, get Dean’s signature (allow one week)</td>
<td>1 week prior to end of finals week</td>
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<tr>
<td>Submit final document and library checkout sheet</td>
<td>Last day of finals week</td>
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<tr>
<td>Remind your advisor to convert research grades to S</td>
<td>Last day of finals week</td>
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<tr>
<td><strong>Commencement ☻</strong></td>
<td>Saturday after the last day of finals</td>
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<tr>
<td><strong>All course, project, and program requirements completed and grades assigned</strong></td>
<td>Wednesday after commencement (final deadline for faculty to submit grades)</td>
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</table>
For detailed instructions on defense steps, consult the *Thesis-Dissertation Completion Instructions* on the Graduate Office Forms web page.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Fall 2017</th>
<th>Spring 2018</th>
<th>Summer 2018</th>
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<tbody>
<tr>
<td>Admission to Candidacy</td>
<td></td>
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<tr>
<td>Last day to apply for graduation</td>
<td>8/31/2017</td>
<td>1/17/2018</td>
<td>1/17/2008</td>
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<tr>
<td>Last day to submit thesis/dissertation to committee for review and to Grad Office (via D2L) for preliminary format check (The major professor must review it first and give student permission to submit it to the committee and the Grad Office.)</td>
<td>10/31/2017</td>
<td>3/23/2018</td>
<td>6/15/2018</td>
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<tr>
<td>Last day to submit defense schedule form</td>
<td>11/14/2017</td>
<td>4/6/2018</td>
<td>6/29/2018</td>
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<tr>
<td>Last day to hold defense</td>
<td>11/21/2017</td>
<td>4/13/2018</td>
<td>7/6/2018</td>
</tr>
<tr>
<td>Last day to submit thesis/dissertation (approved by committee) to the Graduate Office for proofreading</td>
<td>11/29/2017</td>
<td>4/20/2018</td>
<td>7/13/2018</td>
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<tr>
<td>Last day to submit <em>Checkout Sheet for Graduate Students</em></td>
<td>12/13/2017</td>
<td>5/4/2018</td>
<td>7/27/2018</td>
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<tr>
<td>Last day for all requirements to be completed (course grades, projects, program requirements)</td>
<td>12/18/2017</td>
<td>5/9/2018</td>
<td>8/1/2018</td>
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</table>

*Failure to meet these deadlines may result in inability to complete the degree requirements in the same semester and a requirement to register for the following semester.*