

## Graduate Education Deadlines

and recommended timeline for graduating students

The Graduate Education deadlines in Table 2 represent **minimum** times allotted to complete the steps. Typical times are longer. Table 1 recommends target dates that usually 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

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

For detailed instructions on defense steps, consult the *Thesis-Dissertation Completion Instructions* on the Graduate Office Forms web page.

Table 2. Official Graduate Office Deadlines for the 2018-2019 Academic Year

Font face: <b>All students</b> ; thesis/dissertation students only	<b>Fall 2018</b>	<b>Spring 2019</b>	<b>Summer 2019</b>
Admission to Candidacy for PhD	One year before defense date		
<b>Last day to apply for graduation</b>	8/30/2018	1/16/2019	1/16/2019
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.)	10/30/2018	3/22/2019	6/14/2019
Last day to submit defense schedule form	11/13/2018	4/5/2019	6/28/2019
Last day to hold defense	11/20/2018*	4/12/2019*	7/8/2019*
Last day to submit electronic thesis/dissertation (including signed title page on archival paper) to D2L for proofreading	11/28/2018	4/18/2019	7/12/2019
Last day to submit thesis/dissertation, printed on archival paper and with signed title page, to Graduate Office for the Dean's signature	12/5/2018	4/26/2019	7/19/2019
<b>Last day to submit <i>Checkout Sheet for Graduate Students</i></b>	12/12/2018	5/3/2019	7/26/2019
<b>Last day for all requirements to be completed (course grades, projects, program requirements)</b>	12/19/2018	5/8/2019	7/31/2019

*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.*

**\* If you have off-campus committee members, move the deadlines ahead by 1-2 weeks to allow sufficient time to obtain original signatures on the archival title page by mail.**