

Graduate Education Deadlines

for thesis MS and PhD students

Official Graduate Office Deadlines for the 2019-2020 Academic Year ¹

| Steps (with recommended completion dates) and Deadlines (must be completed on time) | Fall 2019 | Spring 2020 | Summer 2020 ² |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|--------------------------|
| Earn your Admission to Candidacy for PhD | One year before defense date | | |
| Apply for graduation | 9/5/2019 | 1/22/2020 | 1/22/2020 |
| 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.) | 11/5/2019 | 3/27/2020 | 6/19/2020 |
| Last day to submit defense scheduling form ^{2,3} | 11/19/2019 | 4/9/2020 ⁴ | 7/2/2020 |
| Last day to hold defense ⁵ | 11/26/2019 | 4/17/2020 | 7/10/2020 |
| Submit electronic thesis/dissertation (including signed title page on archival paper) to D2L for Dean's review | 12/6/2019 | 4/29/2020 | 7/22/2020 |
| Submit thesis/dissertation, printed on archival paper and with signed title page, to Graduate Office for the Dean's signature | 12/13/2019 | 5/6/2020 | 7/29/2020 |
| Last day to submit <i>Checkout Sheet for Graduate Students</i> ⁶ | 12/18/2019 | 5/8/2020 | 7/31/2020 |

Notes

¹ 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 surface mail.

² You must submit a petition by the spring defense-scheduling deadline to be eligible for a summer defense.

³ It is recommended that you identify a target defense date with your committee early in the semester to help ensure that they will be available when you plan to defend.

⁴ **To participate in spring commencement, you must schedule your defense, or petition for a summer defense, by this date.**

⁵ **You must hold and pass your defense by the deadline to be eligible for degree release in that semester. No exceptions.** If you meet this requirement, you may participate in commencement, but you will not receive the degree until revisions are complete and all requirements are satisfied. Defenses may not be scheduled between this deadline and the end of finals week.

⁶ **If you don't complete the post-defense steps and submit the checkout sheet by this deadline, you are required to register for the next semester.** An exception to the continuing registration policy may be granted if all requirements are completed before the start of the next semester.

IMPORTANT

The Graduate Education deadlines represent **minimum** times to complete the steps. Typical times are longer because committees usually ask for revisions at the defense. It is YOUR responsibility to submit a quality document to minimize revisions and to allow your committee sufficient time to complete their pre-defense reviews (two weeks) and approve your revisions (one week). Rushing this process rarely results in success.

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