

Graduate Education Deadlines

for thesis MS and PhD students

Official Graduate Office Deadlines for the 2020-21 Academic Year ¹

Steps (with recommended completion dates) and Deadlines (must be completed on time)	Fall 2020	Spring 2021	Summer 2021 ²
Earn your Admission to Candidacy for PhD	One year before defense date		
Apply for graduation	8/28/2020	1/20/2021	1/20/2021
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.)	10/27/2020	3/26/2021	6/18/2021
Last day to submit defense scheduling form ^{2,3}	11/10/2020	4/9/2021 ⁴	7/2/2021
Last day to hold defense ⁵	11/17/2020	4/16/2021	7/9/2021
Submit electronic thesis/dissertation (including signed title page on archival paper) to D2L for Dean's review and signature	11/30/2020	4/28/2021	7/23/2021
Submit digital thesis/dissertation to D2L Library Dropbox for final processing and payment	12/4/2020	5/5/2021	7/28/2021
Last day to submit <i>Checkout Sheet for Graduate Students</i> ⁶	12/9/2020	5/7/2021	7/31/2021

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 **All spring graduates: To participate in spring commencement, you must schedule your defense by this date. (MS summer graduates: If you petition for a summer defense by this date, you are eligible to participate in spring commencement.)**

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.

Revised August 2020

Office of Graduate Education – South Dakota School of Mines and Technology
For detailed instructions on defense steps, consult the *Thesis-Dissertation Completion Instructions* on the Graduate Office Forms web page.

