

Graduate Education Deadlines

for thesis MS and PhD students

Official Graduate Office Deadlines for the 2023-2024 Academic Year

Steps (with recommended completion dates) and Deadlines (must be completed on time)	Fall 2023	Spring 2024	Summer 2024 ¹
Earn your Admission to Candidacy for PhD	One year before defense date		
Apply for graduation	9/1/2023	1/18/2024	1/18/2024
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.)	11/1/2023	3/22/2024	6/14/2024
Last day to submit defense scheduling form^{2,3}	11/15/2023	4/5/2024³	6/28/2024
Last day to hold defense⁴	11/21/2023	4/12/2024	7/5/2024
Defense blackout period (no defenses may be held)	11/22-12/15/2023	4/13-5/3/2024	7/6-7/26/2024
Submit electronic thesis/dissertation to D2L for Dean's final review and signature	12/4/2023	4/25/2024	7/18/2024
Submit digital thesis/dissertation to ProQuest for final processing and payment for printing/binding	12/8/2023	4/30/2024	7/22/2024
Last day to submit <i>Checkout Sheet for Graduate Students</i>⁵	12/13/2023	5/3/2024	7/26/2024

Notes

¹ You must submit a petition by the spring defense-scheduling deadline to be eligible for a summer defense.

² 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.

³ **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.)**

⁴ **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.

⁵ **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. Be sure 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 checklist in the *D2L Thesis and Dissertation Submission* course. If you don't see this course in D2L by the third week of the semester, please notify the Graduate Office.