

**Graduate School
2013/2014 Deadlines**

| SUBMIT TO | ITEMS TO SUBMIT | SUMMER 2013 | FALL 2013 | WINTER 2014 | SPRING 2014 |
|--|--|----------------|--------------|----------------|----------------|
| College -Chair of Advisory Committee | DRAFT-Thesis/Dissertation (complete-no partials) – at least 1 week prior to defense/oral exam | JUN 21 | SEPT 27 | JAN 10 | APR 4 |
| College – Major Advisor | Schedule Defense of Thesis/Dissertation | JUNE 21 | SEPT 27 | JAN 10 | APR 4 |
| College – Graduate Committee | DEFEND Thesis/Dissertation | JUNE 28 | OCT 4 | JAN 17 | APR 11 |
| English Dept | English check (if required by College) | JULY 12 | OCT 11 | JAN 24 | APR 17 |
| College – Assoc Dean/Director of Graduate Studies | One copy of FINAL DRAFT thesis/dissertation---by 4:00pm | JULY 12 | OCT 11 | JAN 24 | APR 17 |
| Graduate School | DRAFT of thesis/dissertation for initial check of format (partials not accepted). English check approval FORM must be submitted at initial check or draft will not be accepted. | JULY 19 | OCT 18 | JAN 31 | APR 25 |
| Graduate School (Dean) | One copy of approved FINAL thesis/dissertation with all corrections made---by 4:00 p.m. | JULY 26 | OCT 25 | FEB 7 | MAY 2 |
| Graduate School (Dean) | Five copies on bond paper of FINAL certified thesis/dissertation – by 4:00 p.m. | AUG 2 | NOV 1 | FEB 14 | MAY 9 |
| Library | Five copies on bond paper of completed thesis/dissertation---by 3:00 p.m. | AUG 8 | NOV 11 | FEB 24 | MAY 19 |
| Library & Cashier | Cashier – Deposit of payment- by 3:00 p.m. Library – Return paid Cashier receipt---by 3:30 p.m. | AUG 8 | MOV 11 | FEB 24 | MAY 19 |
| College – Assoc Dean/Director of Graduate Studies | Library Receipt and this form (with all signatures)---IF plan to graduate in current quarter | AUG 8 | NOV 11 | FEB 24 | MAY 19 |

Note 1: All items in list are mandatory. After completing each step in the order listed, obtain approval signatures (no initials) to continue processing manuscript.

Note 2: Students unable to meet the published deadlines for submission of theses/dissertations to the appropriate entities listed in this table can proceed with the submission process, but they will not be eligible to graduate during the current quarter. Note that the deadlines listed in this schedule are the final deadlines—i.e., the last date possible for accomplishing each task. **Students are advised to complete each task, submission, and process prior to the deadlines** listed to avoid unnecessary and/or unavoidable delays.

Note 3: If students submit five copies of the completed, certified thesis/dissertation with completed signature pages to the Dean of the Graduate School by 4:00 p.m. on the last day of classes in the current quarter, they will be eligible to enroll in the following quarter for 'graduation only.'

Students who fail to submit the completed, certified thesis/dissertation with completed signature pages to the Dean of the Graduate School by 4:00 p.m. on the last day of classes in the current quarter **will be required to enroll in at least 3 hours of graduate research credit for the following quarter** while they complete requirements for the degree.

Note 4: Oral defense of a thesis/dissertation **should take place no later than the 10th class day of the quarter of expected graduation**. Students are strongly advised to complete their defense in the prior quarter. In addition, **all published deadlines** for submission of a thesis/dissertation to the Graduate School and Library for a given quarter **must be met**.