Spring 2019 Graduation and Thesis Format Deadlines

Please remember this is a “last day to…” schedule. Be sure to allow yourself plenty of time to make corrections after your first departmental thesis check.

*You need to have your thesis format approved AND schedule the defense with the Main Office at least 15 business days prior to your defense.

*We encourage you to deposit your thesis with the graduate school the week following your defense but it MUST be uploaded no later than Thursday, 04/25/2019.

**Sunday, 01/06/2019**
Last day for a plan of study to be received by the Graduate School to graduate in May. Must be submitted no later than 11:59 pm. **For Ph.D. students:** You have already submitted your plan, you may wish to check to make sure everything is correct. You Do Not need to add your fourth committee member to the plan.

**Friday, 02/01/2019**
‘Exam Only Registration – Last day for Thesis Format Approval in the department. *You need to have your thesis format approved and schedule your defense with the Main Office at least 15 business days prior to your defense.** You should plan to defend no later than 02/22/2019 and deposit no later than 02/28/2019.

**Tuesday, 02/12/2019**
Last day to declare candidacy for May graduation.

**Thursday, 02/28/2019**
Exam/Degree Only - Last day for Thesis-option master's and doctoral students registered as Exam/Degree Only for spring to submit a finalized version of the thesis/dissertation to HammerRR and the appropriate Report of the Final Examination, to meet and finalize all aspects of the deposit process for the thesis/dissertation by 03/01/2019. As part of the deposit process, students are required to submit and obtain full approval on an Electronic Thesis Acceptance Form, and complete the required Graduate School survey(s), including the Exit Questionnaire (all students) and the Survey of Earned Doctorates (doctoral students only).

**Thursday, 02/28/2019**
Last day to make an appointment for departmental thesis format approval for regular registration. You must be on the format calendar by this date with an appointment after this date. If this is your first formatting appointment, it should be no later than 03/15/2019. Your thesis must be complete, corrections made and your advisors signature by your final format check to pass format. **Keep in mind that you need to have your thesis format approved AND schedule the defense with the Main Office at least 15 business days prior to your defense.**

**Thursday, 03/28/2019**
Last day for thesis format approval in the Department. *You need to have your thesis format approved and schedule your defense with the Main Office at least 15 business days prior to your defense.

**Thursday, 04/18/2019**
Last day to hold your final exam to assure the paperwork reaches Grad School by the 04/19/2019 deadline. If the examining committee approves of the student passing the final examination, the report form reflecting satisfactory results must be signed by all examining committee members and department representatives by 5:00 PM on April 19, 2019. Students for whom a final report form is not received by this date will be removed as degree candidates for the current session.

**Thursday, 04/25/2019**
Last day to submit a finalized version of the thesis/dissertation to HammerRR to meet the 04/26/2019 deadline. Thesis-option master’s and doctoral students registered as CAND 99100 for spring must finalize all aspects of the deposit process for the thesis/dissertation by 5:00 PM on April 26, 2019. As part of the deposit process, students are required to submit and obtain full approval on an Electronic Thesis Acceptance Form, and complete the required Graduate School survey(s), including the Exit Questionnaire (all students) and the Survey of Earned Doctorates (doctoral students only). Thesis-option master’s and doctoral students who miss this deadline but who still wish to graduate must submit a request for a deposit extension (endorsed by major professor and department head) to the Graduate School in Young Hall, Room 170, for consideration. If approved, the student should expect to pay a Late Graduation Deadline Fee.