



*Office of the Dean*

GRADUATE STUDIES  
INFORMATION AND DEADLINES FOR GRADUATION

**Fall 2017 Graduation**

- Sept 15** File an "Intent to Graduate Form" in the dean's office, Scharbauer 2001G, by this date. Writers of theses/dissertations should obtain a current theses/dissertation manual. ***A non-refundable fee is charged when the "Intent" is filed.***
- Should it be necessary to delay graduation, fill out a "Cancel Intent to Graduate" form in Scharbauer 2001G, or notify the AddRan dean's office to do so. It will be necessary to complete another "Intent to Graduate Form" and to pay the associated fee.
- October 27** Final draft of theses/dissertations should be available for committees.
- November 17** Departments should schedule final orals for all degrees, both thesis and non-thesis, by this date. Students or departments should notify the dean's office of the date.
- At least two days before oral** **Thesis and Dissertation Writers:** The final copy of the thesis or dissertation should be brought to the dean's office for approval. **It should be carefully proofread and in its final form**, except for any changes that might be suggested at the final oral or defense.
- Presentation of theses/dissertations unacceptable to the college will delay graduation. Be sure to consult the *Manual for the Preparation of Theses and Dissertations* available in the dean's office.
- December 1** Final orals/defenses must be completed by this date and the report sent immediately to the dean's office.
- December 8** Electronic submission of final version of thesis/dissertation must be completed by 5:00 today. Last day to cancel intent to graduate.
- December 16** Degrees awarded.