



Office of the Dean

GRADUATE STUDIES
INFORMATION AND DEADLINES FOR GRADUATION

August 2019 Graduation

- May 24** 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, submit a "Cancel Intent to Graduate" form to 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.
- June 28** Final draft of theses/dissertations should be available for committees.
- July 12** 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 five business days before orals** **Thesis and Dissertation Writers:** Submit a PDF version of the entire completed manuscript (including preliminary, vita, and abstract pages) to the AddRan Associate Dean for Graduate Studies (p.worthing@tcu.edu). **It should be carefully proofread and in its final form**, except for any changes that might be suggested at the final oral or defense. The Associate Dean will notify you as soon as possible if changes are required.
- 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 on the AddRan website.
- July 26** Final orals/defenses must be completed by this date and the report sent immediately to the dean's office.
- August 2** Electronic submission of final version of thesis/dissertation must be completed by 5:00 today. Last day to cancel intent to graduate.
- August 9** Degrees awarded. *

*There is no commencement ceremony in August. Transcripts will show degrees awarded, and students who wish to do so may return for the commencement ceremony in December.