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# DISSERTATION GRADUATION CHECKLIST

## – SPRING OR SUMMER OR FALL 2019

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### 1. REPORT ON GENERAL EXAMINATION

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Submitted after last examination (e.g. proposal defense, last written or oral exam). Signature of Candidate, Advisory Committee and Graduate Coordinator required.

- Spring 2019 Due Date: **October 1 2018**
- Summer 2019 Due Date: **March 1 2019**
- Fall 2019 Due Date: **May 15 2019**

### 2. ENROLLED

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Students must be enrolled in their graduation term. If you have satisfied course requirements check with your program for course options.

- Regular registration for **Spring 2019** Ends: **January 9**
- Regular registration for **Summer 2019** Ends: **May 29**
- Regular registration for **Fall 2019** Ends: **August 7**

### 3. APPLICATION FOR GRADUATION

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File the Application for Graduation in WebStar – no signatures required. \$150 diploma fee assessed. Applications for Graduation cannot be “rolled” over from a prior term. Deferral of graduation requires a subsequent Application for Graduation in WebStar.

- Spring 2019 Due Date: **March 1**
- Summer 2019 Due Date: **July 1**
- Fall 2019 Due Date: **October 1**

### 4. DISSERTATION

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All dissertation manuscripts must be defended publicly and approved by a committee of at least 3 graduate faculty. **A request for exam must be submitted at least 2 weeks prior to the defense date.**

Manuscripts must be uploaded to the University Thesis & Dissertation Collection in ScholarWorks for a format check and again as final approved versions.

- Workshop: **3/27**      Spring 2019 Defense Due Date: **April 5**      Spring 2019 Format Check Due Date: **April 12**
- Workshop: **6/26**      Summer 2019 Defense Due Date: **July 3**      Summer 2019 Format Check Due Date: **July 12**
- Workshop: **10/23**      Fall 2019 Defense Due Date: **November 1**      all 2019 Format Check Due Date: **November 8**

### 5. APPROVAL FORM + SURVEY OF EARNED DOCTORATES

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The Dissertation Approval Form is due to the Graduate School office as a hard copy form. The form requires signatures of each committee member and twice by the student author.

- Spring 2019 Final Version + Approval Form Due Date: **April 26**
- Summer 2019 Final Version + Approval Form Due Date: **July 26**
- Fall 2019 Exam Final Version + Approval Form Due Date: **November 22**

### 6. COMMENCEMENT

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- Ceremony: **May 17**      Degree Conferral Date: **May 23**
- Degree Conferral Date: **August 5**
- Ceremony: **December 13**      Degree Conferral Date: **December 20**