**THESIS GRADUATION CHECKLIST – SPRING OR SUMMER OR FALL 2019**

1. **CANDIDATE PLAN OF STUDY**

   Signature of Candidate, Major Professor, and Graduate Coordinator required. Only list graduate courses completed (or to be completed) for credit. No more than 6 hrs of 7000. Half the credit hours must be earned in 6000-level or above. Transfer credit requires pre-approval. Credit will be transferred but not grades.

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

2. **ENROLLED**

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

   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 second Application for Graduation in WebStar.

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

4. **THESIS**

   All thesis manuscripts must be defended publicly and approved by a committee of at least 3 graduate faculty. 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  
   - **Fall 2019 Format Check** Due Date: November 8

5. **APPROVAL FORM**

   The Thesis 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 2017 Final Version + Approval Form** Due Date: April 26
   - **Summer 2017 Final Version + Approval Form** Due Date: July 26
   - **Fall 2017 Exam Final Version + Approval Form** Due Date: November 22

6. **COMMENCEMENT**

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