



Office of the Dean

GRADUATE STUDIES  
INFORMATION AND DEADLINES FOR GRADUATION

AUGUST 2024

- May 17** File an "[Intent to Graduate Form](#)" in the dean's office by this date. Writers of theses/dissertations should consult the [theses/dissertation manual and templates](#) hosted on the Office of Graduate Studies' website. *A non-refundable fee is charged when the "Intent" is filed.*
- June 21** Final draft of theses/dissertations should be available for committees.
- July 5** 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 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 template and [Manual for the Preparation of Theses and Dissertations](#) available on the Office of Graduate Studies website.
- July 19** Final orals/defenses must be completed by this date and the grade report sent immediately to the dean's office.
- July 26** Electronic submission of final version of thesis/dissertation must be completed by 5:00 today. Last day to cancel intent to graduate.
- August** Degrees awarded.\*

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.

\*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.