



*Office of the Dean*

GRADUATE STUDIES  
INFORMATION AND DEADLINES FOR GRADUATION

**AUGUST 2020**

- May 22** 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.***
- June 26** Final draft of theses/dissertations should be available for committees.
- July 10** 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.
- July 24** Final orals/defenses must be completed by this date and the grade report sent immediately to the dean's office.
- July 31** 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.