Spring 2019
Information and Deadlines for Graduation

Feb. 1st
File an **Intent to Graduate** form by this date in the Graduate office, Bailey Room 204. Students completing a thesis or dissertation should obtain and consult the current Manual for Thesis/Dissertation Defense on the COE website. A non-refundable fee is charged to the student when an **Intent** is filed.*

Mar. 22nd
**Thesis/Treatise/Capstone/Dissertation Writers:** Final draft should be available for your committee by this date.

Apr. 5th
Programs should schedule final orals for all degrees, both thesis and non-thesis (treatise) and dissertation by this date. Students are responsible for notifying the Graduate Office regarding the date of the oral defense.

At least five days prior to oral
**Thesis/Treatise/Capstone/Dissertation Writers:** An electronic copy should be submitted to committee members. **It must be carefully proofread and in its final form**, except for any changes that might be suggested at the final oral.

Apr. 18th
Final orals/defenses must be completed by this date and the Thesis/Dissertation/Capstone Project grade report sent immediately to the Associate Dean of Graduate Studies.

Revisions
**Thesis/Dissertation Writers:** Upon completion you must submit any revisions within **five days** of your final oral. Once the final revisions are made and the committee approves, send a Word document to Dr. Lacina for final approval. Visit with your Chair about the publication of your defense. If you decide to publish with ProQuest, please submit to the library: [https://library.tcu.edu/submit-thesis-or-dissertation.asp](https://library.tcu.edu/submit-thesis-or-dissertation.asp).

May 11th
Degrees awarded

* Should it be necessary to delay graduation, fill out a **Cancel Intent to Graduate** form or notify the Graduate office to do so. It will be necessary to complete another **Intent to Graduate** form and to pay the associated fee for your new graduation date.

*(We do not schedule dissertation/thesis defenses during the summer. Defenses are completed only during fall and spring semesters.)*