
THESIS GRADUATION CHECKLIST – SPRING OR SUMMER OR FALL 2018

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 2018 Due Date: October 1 2017
- Summer 2018 Due Date: March 1 2018
- Fall 2018 Due Date: May 15 2018

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 2018 Ends: January 10
- Regular registration for Summer 2018 Ends: May 30
- Regular registration for Fall 2018 Ends: August 15

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 2018 Due Date: March 9
- Summer 2018 Due Date: June 15
- Fall 2018 Due Date: October 18

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.

- Spring 2018 Defense Due Date: April 6 Spring 2018 Format Check Due Date: April 11
- Summer 2018 Defense Due Date: July 12 Summer 2018 Format Check Due Date: July 19
- Fall 2018 Defense Due Date: November 7 Fall 2018 Format Check Due Date: November 14

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 25
- Summer 2017 Final Version + Approval Form Due Date: July 25
- Fall 2017 Exam Final Version + Approval Form Due Date: November 28