

**GRADUATE STUDIES
INFORMATION AND DEADLINES FOR GRADUATION**

December 2008 Graduation

- September 19** File an "Intent to Graduate Form" in the Dean's office, Suite 102 of Tucker Technology Center, by this date. Writers of theses/dissertations should obtain a current theses/dissertations manual. Forms and manual are available on the College of Science and Engineering website:
- <http://www.cse.tcu.edu/ThesisDissertation.html>
- A non-refundable fee is charged when the "Intent" is filed.****
- October 31** Final draft of theses/dissertations should be available for committees.
- November 21** Departments should schedule final orals for all degrees, both thesis and non-thesis, by this date. Students or departments notify the Dean's office of the date.
- At least five days before oral** **Thesis and Dissertation Writers:** Send a copy in PDF format of the thesis or dissertation to the Dean's office (m.rittby@tcu.edu) for suggested changes and/or 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 go to the CSE Thesis and Dissertation web page for information regarding formatting as well as on-line submission of the final document to UMI:
- <http://www.cse.tcu.edu/ThesisDissertation.html>
- December 5** Final orals/defenses must be completed by this date and the Thesis/Dissertation grade report sent immediately to the Dean's office.
- December 12** All thesis/dissertation paperwork should be in the Dean's office by 5:00 p.m. today (See Graduation Checklist).
Last day for Dean's approval of final (uploaded) version of Thesis/Dissertation.
Last Day to cancel intent to graduate.
- December 20** Degrees awarded.

*Should it be necessary to delay graduation, fill out a "Cancel Intent to Graduate" form or notify the Dean's 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.