

schedule and requirements for awarding degrees

Awarding Graduate Degrees Schedule and Requirements

		February 2011 Deadline	May 2011 Deadline	August 2011 Deadline
1.	Submit a signed degree sheet to graduate office	November 18	January 27	June 9
2.	Complete Graduate Exit Survey online	December 9	March 10	July 7
3.	Submit thesis/dissertation to committee (recommended) <i>Defense should be scheduled at this time to occur within two weeks.</i>	December 9	March 10	July 7
4.	Thesis/dissertation approval forms (certificate of fitness/ submittal) must be delivered to the graduate office and electronic thesis/dissertation must be submitted online	January 6	April 14	August 4
5.	Approved master's project grades and/or incomplete grades should be submitted	February 3	May 2	August 19
6.	Executive Committee meetings	August*	January*	April *
7.	Trustees vote on degrees	February 12	May 21 May 22 Commencement	August 31
8.	Diplomas sent by registered mail	April 4	July 13	October 28

Note: Please refer to procedure for awarding of degrees for thesis/dissertation details.

*Meetings will be scheduled for last week of month. Check with the graduate office for exact dates.