

DEADLINES FOR AUGUST 2018 GRADUATION

Texas Woman's University, Graduate School, ACT 220

Students must meet all deadlines in order to graduate in August 2018. **For assistance and advisement, students should consult their academic advisors.** For additional information, consult the Graduate School publication, *Guide to Preparation and Processing of Dissertations, Theses, and Professional Papers* available on the Graduate School website, <https://www.twu.edu/gradschool/current-students/thesis-and-dissertation>

To be eligible for August graduation, students must be enrolled for the summer term. *Exceptions* may be made for students who submit all requirements to the Graduate School by **Friday, May 25, 2018.**

Please visit the Graduate School website for Degree Completion information, as well as all forms required for graduation.

DEADLINES FOR AUGUST 2018 GRADUATION

The following dates are the final deadlines; materials should be submitted earlier if possible.

- May 15, 2018:** **LAST DAY** to file Request for Reduced Tuition (Code 3) in the Graduate School - SU 1
- June 7, 2018** **LAST DAY** to file Request for Reduced Tuition (Code 3) in the Graduate School - SU 2
- June 19, 2018** **LAST DAY** to file Request for Reduced Tuition (Code 3) in the Graduate School – SU
- July 12, 2018** **LAST DAY** to file Request for Reduced Tuition (Code 3) in the Graduate School – SU3
- June 19, 2018:** **LAST DAY** to file online Application for Graduation for August graduates participating in December ceremony and August graduates choosing not to participate in the ceremony.
- June 29, 2018:** **LAST DAY** to ROLL OVER your Application for Graduation to a future date.
Deadline to submit thesis or dissertation to department chair for approval.
- July 20, 2018:** **LAST DAY** to file in The Graduate School:
1. Certification of Final Examination
 2. Degree plan changes
 3. All forms for thesis/dissertation and the paper itself must be digitally submitted
- December 14 & 15, 2018:** **Denton Commencement Ceremony Dates** (Note: Dates and times of ceremonies will be determined during the month of October based on the number of students who apply to graduate.)

THE GRADUATE SCHOOL CANNOT ACCEPT ANY MATERIALS FOR AUGUST GRADUATION AFTER **July 20, 2018.**

- Commencement information will be available on the Registrar's website 6-8 weeks prior to graduation.
- **Diplomas are mailed approximately ten weeks after graduation.**
- Students participating in the Denton commencement ceremony may order regalia/announcements from the TWU Bookstore, 940/898-3103, in the TWU Student Center, early in the semester.
- If you wish to continue your studies at TWU following your graduation, be sure to submit a new application through Admission Processing, Admissions Building 1st floor, 940/898-3076.

DEADLINES FOR DECEMBER 2018 GRADUATION

Students must:

- Be enrolled at TWU for the Fall term. *Exceptions* may be made for students who submit all requirements to the Graduate School by **Friday, August 24, 2018 and submit an Early Deadline form.**
 - File *Application for Graduation* with the Graduate School by **TBD.**
 - File *Request for Reduced Tuition (Code 3)* with the Graduate School by **TBD.**
 - File *Certification of Final Exam, Change of Grade forms, Degree Plan changes*, digital submission of thesis or dissertation, and all forms required for graduation by **TBD.**
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***THESE DOCUMENTS MUST BE FILED IN THE GRADUATE SCHOOL
BY THE APPROPRIATE DEADLINES.**

The following forms can be found on the Graduate School website under Degree Completion:

***Application for Graduation:** The online application is required for all graduating candidates; it must specify the exact name and degree which are to appear on the diploma and be completed no later than the published deadline. If the final deadline is not met, another *Application for Graduation* and an additional \$40 must be submitted no later than the published deadline for the next semester.

***Certification of Final Examination:** Upon completion of coursework, and/or final examination (oral or written), the student's committee will sign this form and send it to the Graduate School to record the result of the examination or defense. For those on the thesis or dissertation track this will be submitted through the Thesis and Dissertation Submission System as an Administrative file. Please do not submit an unsigned form to the Graduate School.

***Submission and Publication of Your Thesis/Dissertation:** Digital submission of defense committee approved thesis/dissertation through the Thesis and Dissertation Submission System (<https://twu-etd.tdl.org>) **is required for all theses and dissertations.**

***Thesis/Dissertation Fee Form:** This form is required for all candidates submitting a thesis or dissertation. The top section must be completed by the student and submitted through the Thesis and Dissertation Submission System as an Administrative file. The bottom section is completed and calculated in the Graduate School upon submission of the paper.

***Survey of Earned Doctorates (for Doctoral Candidates ONLY):** In cooperation with the National Opinion Research Center (NORC), The Council of Graduate Schools in the United States, and other graduate schools, this survey form is distributed annually to all graduates who have completed requirements for their doctoral degrees. The information provided on this form becomes part of the Doctorate Records File maintained by NORC. These surveys cover specific ranges of dates, so please verify that the form you are completing has your graduation date in its range; you will find dates on the front page of the document.

***Professional Vita:** All doctoral students must file a copy of a professional vita via submitted through the Thesis and Dissertation Submission System as a Supplemental file. Submission of a vita is optional for master's level students.

Address and/or Name Changes: If you need to make a change in your name or mailing address for your diploma, please contact the Graduate School. Students should notify the Registrar's Office in writing of any change in address or name for their permanent TWU student record. In the event a diploma is not deliverable due to an incorrect address, a student may request a duplicate through the Registrar's Office.

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