

DEADLINES FOR DECEMBER 2018 GRADUATION

Texas Woman's University, The Graduate School, ACT 220

Students must meet all deadlines in order to graduate in December 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, <http://www.twu.edu/gradschool>.

To be eligible for December graduation, students must be enrolled for the fall term. *Exceptions* may be made for students who submit all requirements to the Graduate School by **August 24, 2018**

Please visit the Graduate School website for a complete Degree Completion/Graduation Checklist, as well as all forms required for graduation.

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

- August 30, 2018:** **LAST DAY** to file Request for Reduced Tuition (Code 3) in the Graduate School
- September 12, 2018:** **LAST DAY** to file online Application for Graduation for December graduates participating in December ceremony and December graduates choosing not to participate in the ceremony.
- October 26, 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
- November 16, 2018:** **LAST DAY** to file in The Graduate School:
1. Certification of Final Examination
 2. Degree plan changes
 3. All copies of thesis or dissertation and all forms required for graduation
- 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 DECEMBER GRADUATION AFTER **NOVEMBER 16, 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 <http://www.applytexas.org/>

DEADLINES FOR MAY 2019 GRADUATION

Students must:

- Be enrolled at TWU for the Spring term. *Exceptions* may be made for students who submit all requirements to the Graduate School by **Friday, January 11, 2019**
 - File *Application for Graduation* with the Graduate School by **January 30, 2019**
 - File *Request for Reduced Tuition (Code 3)* with the Graduate School by **January 17, 2019**
 - File *Certification of Final Exam, Change of Grade forms, Degree Plan changes*, all copies of thesis or dissertation, and all forms required for graduation by **April 12, 2019.**
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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) or professional paper, the student's committee will sign this form and send it to the Graduate School to record the result of the examination. Please do not submit an unsigned form to the Graduate school.

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.

Dissertation and Thesis Students: You must submit the following items to the digital submission system by the deadline date:

1. Certificate of Final Exam
2. Signature Page
3. Fee Sheet
4. IRB file closed letter, if applicable
5. Survey of Earned Doctorate, Dissertation only
6. Vitae, Dissertation only

These forms can be found on the Graduate school webpage, <https://www.twu.edu/gradschool/current-students/thesis-and-dissertation/>

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