

DEADLINES FOR MAY 2018 GRADUATION
Texas Woman's University, The Graduate School, ACT 220

Students must meet all deadlines in order to graduate in **May 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 May graduation, students must be enrolled for the spring term. *Exceptions* may be made for students who submit all requirements to the Graduate School by **January 12, 2018**.

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

DEADLINES FOR MAY 2018 GRADUATION

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

- January 19, 2018:** **LAST DAY** to file Request for Reduced Tuition (Code 3) in the Graduate School
- January 31, 2018:** **LAST DAY** to file online Application for Graduation for May graduates and August grads, excluding Ph.D. candidates, desiring to participate in the May ceremony.
- March 23, 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.
- April 13, 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
- May 11 & 12, 2018:** **Denton Commencement Ceremony Dates** (Note: Dates and times of ceremonies will be determined during the month of March based on the number of students who apply to graduate.)

THE GRADUATE SCHOOL CANNOT ACCEPT ANY MATERIALS FOR MAY GRADUATION AFTER APRIL 13, 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 AUGUST 2018 GRADUATION

Students must:

- Be enrolled at TWU for the Summer 2018 term. *Exceptions* may be made for students who submit all requirements to the Graduate School by **Friday, May 25, 2018**.
- File *Application for Graduation* with the Graduate School by **Tuesday, June 19, 2018**.
- File *Request for Reduced Tuition (Code 3)* with the Graduate School by **See Academic Calendar**.
- 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 **Friday, July 20, 2018**.

***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, the dissertation/thesis defense, 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. Please do not submit an unsigned form to the Graduate School.

***Microfilm/Copyright Forms (*Publishing Your Thesis/Dissertation*):** This online booklet concerns microfilming of theses/dissertations by ProQuest. *Microfilming is required for all theses and dissertations; therefore, the form entitled "Thesis/Doctoral Dissertation Agreement Form" in the booklet must be completed by every student submitting a thesis or dissertation.* Copyrighting is optional. Fees will be assessed when the paper is filed in the Graduate School.

***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. 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 two copies of a professional vita.

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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