



COLLEGE OF
EDUCATION



Office of Graduate Studies
TCU Box 297900
Fort Worth, TX 76129
817. 257.7661

Fall 2016 Information and Deadlines for Graduation

Sept. 9th

File an **Intent to Graduate** form by this date in the Graduate office, Bailey Room 204. Students completing a thesis or dissertation should obtain and consult the current Manual for Thesis/Dissertation Defense on the COE website <http://coe.tcu.edu/forms-documents/>.

A non-refundable fee is charged to the student when an *Intent* is filed.*

Oct. 21st

Thesis/Treatise/Capstone/Dissertation Writers: Final draft should be available for your committee by this date.

Nov. 4th

Programs should schedule final orals for all degrees, both thesis and non-thesis (treatise) and dissertation by this date. Students are responsible for notifying the Graduate Office regarding the date of the oral defense.

**At least five days
prior to oral**

Thesis/Treatise/Capstone/Dissertation Writers: An electronic copy should be submitted to committee members. **It must be carefully proofread and in its final form**, except for any changes that might be suggested at the final oral.

Nov. 18th

Final orals/defenses must be completed by this date and the Thesis/Dissertation/Capstone Project grade report sent immediately to the Associate Dean of Graduate Studies.

Revisions

Thesis/Dissertation Writers: Upon completion you must submit any revisions within **five days** of your final oral. Once the final revisions are made, and the committees approve, please submit to the library: <http://www.lib.tcu.edu/howto/thesis.asp>.

Dec. 17th

Degrees awarded

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

Beginning Summer 2017 and forward, we will no longer schedule dissertation/thesis defenses during the summer. Defenses will be completed only during fall or spring semesters.