



COLLEGE OF
EDUCATION



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

Fall 2021 Information and Deadlines for Graduation

Sept. 10th

Obtain an advisor signature on your **Intent to Graduate** form, and email it to coegraduate@tcu.edu by this date. Students completing a 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. 22nd

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

Nov. 5th

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 and title 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. 23rd

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 committee approves, send a Word document to Dr. Jan Lacina, Associate Dean of Graduate Studies (j.lacina@tcu.edu) for final approval. A \$10 processing fee will be charged to your student account when you submit to the library for archiving (<https://library.tcu.edu/submit-thesis-or-dissertation.asp>).

December 17th

College of Education Academic Hooding Ceremony

December 18th

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 pay the associated fee for your new graduation date.

