



COLLEGE OF  
**EDUCATION**



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

## Spring 2018 Information and Deadlines for Graduation

**Feb. 2<sup>nd</sup>**

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 Thesis & Dissertation Manual on the CoE website.

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

**Mar. 23<sup>rd</sup>**

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

**Apr. 6<sup>th</sup>**

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.

**Apr. 20<sup>th</sup>**

Final orals/defenses must be completed by this date and the Thesis/Treatise/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>.

**May 12<sup>th</sup>**

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.

*We do not schedule dissertation/thesis defenses during the summer. Defenses will be completed only during fall and spring semesters.*