



COLLEGE OF  
**EDUCATION**



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

## Fall 2018 Information and Deadlines for Graduation

**Sept. 7<sup>th</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 Manual for Thesis/Dissertation Defense on the COE website

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

**Oct. 19<sup>th</sup>**

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

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

**Nov. 16<sup>th</sup>**

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, visit with your Chair about the publication of your defense. If you decide to publish with ProQuest, please submit to the library:  
<https://library.tcu.edu/submit-thesis-or-dissertation.asp>.

**Dec. 15<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.