



## GRADUATE STUDIES INFORMATION AND DEADLINES FOR GRADUATION

All Forms and Manuals are available on the CSE website: ([CSE Graduate Student Resources](#))

### Spring 2025 Graduation

- January 17** File an online "Intent to Graduate" here: [Intent to Graduate \(Graduate\)](#), by this date.
- Thesis and Dissertation Writers:** Obtain a current theses/dissertations manual.
- After February 13** Watch your inbox for PS Mail notification regarding degree certification and other important information from the registrar's office about commencement, diploma, regalia, etc
- DELAYING GRADUATION and CANCELING INTENT:** Fill out and return the [Cancel Intent to Graduate \(Graduate\)](#) .
- April 4** **Thesis and Dissertation Writers:** Draft of theses/dissertations should be available for committees. (This deadline may vary by department – contact your departmental Graduate Research Director.)
- Departments should schedule final orals for all degrees by this date.  
Students or departments notify the Dean's office ([v.springer@tcu.edu](mailto:v.springer@tcu.edu)) of the date.
- At least five days before oral** **Thesis and Dissertation Writers:**
- Send a copy of the thesis or dissertation in PDF format to the Dean's office ([t.barth@tcu.edu](mailto:t.barth@tcu.edu)) for suggested changes and/or approval. **It should be carefully proofread and formatted in its final form**, except for any changes that might be suggested at the final oral or defense.
  - Presentation of theses/dissertations unacceptable to the college will delay graduation. Information regarding the online submission process is available here: <http://www.lib.tcu.edu/submit-thesis-or-dissertation.asp>.
- April 11** Final orals/defenses must be completed by this date.
- April 28** **Thesis and Dissertation Writers:** All thesis/dissertation paperwork should be in the Dean's office by 5:00 p.m. today (See Graduation Checklist).  
Last day to submit for Dean's approval of final (uploaded) version of Thesis/Dissertation.
- May 7** **Faculty Mentors:** All grades are to be posted by you before 5 pm  
**Faculty Mentors:** Email the Dean's office ([t.barth@tcu.edu](mailto:t.barth@tcu.edu) and [v.springer@tcu.edu](mailto:v.springer@tcu.edu) ) before 5 pm to confirm that all grades (S25 and incompletes) have been posted (this replaces the Grade/Thesis report form).
- May 9** College Hooding Ceremony for Spring 2025 graduates – Time and Location TBD
- May 10-11** Commencement Weekend – Information can be found at <https://www.tcu.edu/commencement/index.php>