



**GRADUATE STUDIES
INFORMATION AND DEADLINES FOR GRADUATION**

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

Fall 2023 Graduation

- September 1** File an online "Intent to Graduate" here: [Intent to Graduate \(Graduate\)](#), by this date.
Note: A non-refundable fee is charged when the "Intent" is filed with the Registrar.
Thesis and Dissertation Writers: Obtain a current theses/dissertations manual.
- November 3** **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) 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) 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>.
- November 17** Final orals/defenses must be completed by this date.
- December 1** Last Day to cancel intent to graduate. Should it be necessary to delay graduation, fill out a "Cancel Intent to Graduate" form.
Note: It will be necessary to file a new "Intent to Graduate" and to pay the associated fee for your new graduation date.
- December 4** **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 for Dean's approval of final (uploaded) version of Thesis/Dissertation.
Faculty Mentors: All grade reports should be emailed to the Dean's office (t.barth@tcu.edu and v.springer@tcu.edu)
- December 13** **Faculty Mentors:** All grades are to be posted by you before 5 pm
- December 15** College Hooding Ceremony for Summer and Fall Graduates - TBA
- December 16** Commencement – Information can be found at <https://www.tcu.edu/commencement/index.php>