Office of the Dean

GRADUATE STUDIES
INFORMATION AND DEADLINES FOR GRADUATION

Fall 2022 Graduation

September 9	File an "Intent to Graduate Form" in the dean's office, Scharbauer 2001G, by this date. Writers of theses/dissertations should obtain a current theses/dissertation manual. ***A non-refundable fee is charged when the "Intent" is filed.*** Should it be necessary to delay graduation, submit a "Cancel Intent to Graduate" form to Scharbauer 2001G, or notify the AddRan dean's office to do so. It will be necessary to complete another "Intent to Graduate Form" and to pay the associated fee.
October 21	Final draft of theses/dissertations should be available for committees.
November 11	Departments should schedule final orals for all degrees, both thesis and non-thesis, by this date. Students or departments should notify the dean's office of the date.
At least five business days before orals	**Thesis and Dissertation Writers:** Submit an electronic copy of the entire completed manuscript (including preliminary, vita, and abstract pages) to the AddRan Associate Dean for Graduate Studies (p.worthing@tcu.edu). **It should be carefully proofread and in its final form,** except for any changes that might be suggested at the final oral or defense. The Associate Dean will notify you as soon as possible if changes are required. Presentation of theses/dissertations unacceptable to the college will delay graduation. Be sure to consult the *Manual for the Preparation of Theses and Dissertations* available on the AddRan website.
November 18	Final orals/defenses must be completed by this date and the report sent immediately to the dean's office.
December 2	Electronic submission of final version of thesis/dissertation must be completed by 5:00 today. Last day to cancel intent to graduate. The AddRan Hooding Ceremony will take place either Thursday or Friday before graduation (Saturday)
December 17	Degrees awarded.