ALL deadlines must be met in order to qualify for Spring 2016 graduation. Late submissions will likely result in a delayed graduation date. Exceptions will only be made for extenuating circumstances.

February 12  
**Spring 2016 Graduation Application Due**  
Students not meeting graduation requirements in the semester they apply will be assessed a $50 charge and a registration hold will be placed on their account by the Graduate School until the charge is paid. If the degree is not granted, a new graduation application is required for the subsequent semester. Students who apply and successfully graduate will not be charged.

April 8  
**Request to Participate Form Due, Summer 2016 Graduates ONLY**  
Students planning to graduate Summer 2016 may request to participate in the Spring 2016 graduation ceremony. Summer 2015, Fall 2015, and Spring 2016 graduation candidates will receive ceremony details via Jacks email and do NOT need to complete a request to participate form.

April 15  
**Final Oral Exam Completed**  
The final oral exam for both Masters and Doctoral students must be completed by this date for graduation during the current semester. The final oral exam form must be submitted to the Graduate School Office at least **TWO WEEKS** prior to the exam date selected to be processed. Late exam forms will not be accepted.

April 29  
**Thesis/Dissertation Deposited to the Graduate School**  
Theses/dissertations must be submitted via ProQuest by this date. See Graduate School [website](#) for formatting guidelines and submission instructions. The signed acceptance page and library fee must accompany the final submission by this deadline.

All graduate students must complete the **Graduate Student Exit Survey**. Details will be sent via Jacks e-mail.

All PhD Students must complete the **Survey of Earned Doctorates** prior to leaving campus. See Graduate School for details.

May 7  
**Spring 2016 Commencement Ceremony**  
Participating in the ceremony does not in itself guarantee graduation. All degree requirements must be met for degree conferral. The official transcript and diploma will reflect May 6 as official graduation date.

**Advisors**

May 11  
**Spring 2016 Grades Due**  

**Change of Grades**  
All incomplete and in-progress grades must be changed to satisfactory or letter grade for degree conferral. Degree conferral cannot take place unless **EVERYTHING** on the plan of study has been graded.

**Notes**

* If you do not graduate during the anticipated semester, you will need to register for at least 1 credit during the consecutive semester(s) until you complete your degree.

*For add/drop dates, school holidays, final exam dates, and other important deadlines see the university academic calendar in the graduate catalog.