
Approved by Graduate Faculty Council – February 2014

Deadlines approved by Graduate Faculty Council in February 2014 planned for first implementation in fall 2014.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Deadline (approved by GFC)</th>
<th>Deadline (current)</th>
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<tbody>
<tr>
<td>I.  Last day to <strong>schedule a final oral examination</strong> (submit Pre-defense form and draft of dissertation, thesis, or report to Graduate School)<strong>a</strong></td>
<td>Tuesday, Week 10 November 4, 2014</td>
<td>Two weeks before final oral examination</td>
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<td>II. Last day to <strong>hold a final oral examination</strong></td>
<td>Tuesday, Week 12 November 18, 2014</td>
<td>-NA-</td>
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<td>III. Last day to <strong>submit advisor and committee approved dissertation, thesis, or report and all associated degree-completion paperwork to the Graduate School</strong> <strong>a,b,c,d</strong></td>
<td>Monday, Week 13 December 1, 2014</td>
<td>Monday, Finals week December 15, 2014</td>
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<td>IV. Last day for <strong>Graduate School to return a review of the dissertation, thesis, or report</strong> and forms to student (if preceding deadlines were met by the student)<strong>d</strong></td>
<td>Monday, Finals week December 15, 2014</td>
<td>Monday, two weeks after finals week December 29, 2014</td>
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<td>V. Deadline to <strong>turn in the final, fully corrected dissertation, thesis, or report</strong> that conforms to all requirements specified by the Graduate School in its review<strong>e</strong></td>
<td>Friday, Finals week December 19, 2014</td>
<td>Friday, Finals week December 19, 2014</td>
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**a.** If a student does not meet the deadlines for Milestones I, II and III, they will not be eligible to graduate during the current semester. Students who fall into this category will have to pay regular tuition and maintain continuous enrollment per Graduate School policies until they complete their degree.

**b.** If a student meets the deadlines for Milestones I, II and III, they may opt out of paying tuition in the following semester, even if they are unable to turn in a final, fully corrected document that conforms to all Graduate School requirements before the end of the current semester. Instead, these students will be eligible to pay the dissertation/thesis/report completion fee and complete their degree in the subsequent semester.

**c.** If a student does not meet the deadline for Milestone III, they will need to register for a minimum of one credit in the following semester because they require the input of faculty subsequent to the deadline date for Milestone III. International students must ensure that they comply with minimum registration requirements specified by the US federal government.

**d.** Documents received after the deadline date for Milestone III will be reviewed in the order received and returned within two weeks after the date of submission.
e. If the deadlines for all other Milestones have been met, but the “final” document that is submitted is:
   - not fully corrected so that it conforms to all Graduate School requirements, or
   - not submitted by the deadline date for Milestone V, the student will be allowed to opt out of paying tuition for the subsequent semester and will be allowed to instead pay the dissertation/thesis/report completion fee. The student will then be eligible to complete their degree in the subsequent semester.

In addition to the deadlines, the following procedural changes were approved:

- Discontinue reviewing draft dissertations, theses, and reports. Instead, provide a simple checklist of the most common items students need to consider as they prepare the final document for submission.
  - *Reasoning:* The documents are revised, sometimes greatly, before final submission. By providing a simple checklist and tools for students to examine their own documents, students and advisors will be able to address concerns during the pre- and post- final oral examination period as they work through the technical changes required by the committee.
- Do not accept documents with any formatting errors.
  - *Reasoning:* Currently, the Graduate School is accepting documents that have one or two minor formatting errors that are changes normally required by the Guide. This is creating confusion among students who believe that some of the requirements are not really required, and gives the impression that the Graduate School is treating students differently.
- Revise web site, Guide, and title/approval page template based on student and faculty input to make content clearer and friendlier.
- Provide more training opportunities to students and advisors to better understand document preparation. Examples could include workshops on copyright and hands-on formatting assistance. These workshops would emphasize why the formatting requirements are needed and how they will help prepare students professionally for future career activities such as paper and proposal submission.