



COLLEGE OF
EDUCATION



Office of Graduate Studies
TCU Box 297900
Fort Worth, TX 76129
817.257.7661

Spring 2022 Information and Deadlines for Graduation

Jan. 28th

Obtain an advisor signature on your **Intent to Graduate** form, and email it to coegraduate@tcu.edu by this date. Students completing a dissertation should obtain and consult the current Manual for Thesis/Dissertation Defense on the TCU Graduate Studies website <https://graduate.tcu.edu/graduate-resources/thesis-and-dissertation-templates/>.

A non-refundable fee is charged to the student when an Intent is filed.*

Mar. 18th

Thesis/Treatise/Capstone/Dissertation Writers: Final draft should be available for your committee by this date.

Apr. 1st

Programs should schedule final orals for all degrees, both thesis and non-thesis (treatise) and dissertation by this date. Students are responsible for notifying the COE Graduate Office regarding the date of the oral defense.

**At least five days
prior to oral**

Thesis/Treatise/Capstone/Dissertation Writers: An electronic copy should be submitted to committee members. **It must be carefully proofread and in its final form**, except for any changes that might be suggested at the final oral.

Apr. 14th

Final orals/defenses must be completed by this date and the Thesis/Dissertation/Capstone Project grade report sent immediately to the Assoc. Dean of Graduate Studies.

Revisions

Thesis/Dissertation Writers: Upon completion you must submit any revisions within **five days** of your final oral. Once the final revisions are made, and the committee approves, send a Word document to Dr. Jan Lacina (j.lacina@tcu.edu) for final approval. A \$10 processing fee will be charged to your student account when you submit to the library for archiving (<https://library.tcu.edu/submit-thesis-or-dissertation.asp>).

May 6th

College of Education Academic Hooding Ceremony

May 7th

Degrees awarded.

* Should it be necessary to delay graduation, fill out a **Cancel Intent to Graduate** form or notify the COE Graduate office to do so. It will be necessary to complete another **Intent to Graduate** form and to pay the associated fee for your new graduation date.

(We do not schedule dissertation/thesis defenses during the summer. Defenses are completed only during fall and spring semesters.)