

**Due Dates for Graduate Student Forms
Ready Reference Sheet
Office of Graduate Studies**

<u>Doctoral Forms</u>	<u>Due in the Department</u>	<u>Due in The Office of Graduate Studies</u>
Committee Request Form	First semester of enrollment	Second semester of enrollment
Committee Request Change Form	Upon departmental approval	Upon departmental approval
Program of Study	Second semester of enrollment	Two weeks prior to the preliminary/comprehensive examination(s) accompanied by announcement of preliminary/comprehensive examination (s) and change(s) to program
Change(s) to Graduate Program	Upon committee approval	Two weeks prior to the preliminary/comprehensive examination(s) w/program of study
Transfer Approval Form w/transcript	Upon committee approval	Two weeks prior to the comprehensive/preliminary examination(s) with program of study
Announcement of preliminary/comprehensive examination(s)	To be determined by department	Two weeks prior to the scheduled date of the examination w/program of study
Report of Examination Results	Immediately following examination(s)	Immediately following examinations(s)
Admission To Candidacy	Immediately after the student has passed the preliminary/comprehensive oral examination(s) and dissertation topic has been approved	Immediately after the student has passed the preliminary/comprehensive examination(s) and dissertation topic has been approved
Announcement of dissertation defense	Two weeks prior to scheduled date of defense	Two weeks prior to scheduled date of defense
Report of Dissertation Defense Results	Immediately following defense	Immediately following defense
<u>Master's/Educational Specialist Forms</u>	<u>Due in the Department</u>	<u>Due in The Office of Graduate Studies</u>
Committee Request Form	First semester of enrollment	Second semester of enrollment
Committee Request Change Form	Upon departmental approval	Upon departmental approval
Program of Study	First semester of enrollment	Semester in which student applies for graduation
Change(s) in Graduate Program	Upon committee approval	Semester in which student applies for graduation w/program of study
Transfer Approval Form w/transcript	Upon committee approval	Semester in which student applies for graduation w/program of study
Announcement of Thesis Defense	Two weeks prior to the scheduled date of the examination	Two weeks prior to the scheduled date of the examination
Report of Comprehensive Examination/Thesis Defense Results	Immediately following examination(s)	By the date given in the Academic Calendar in Graduate Studies Bulletin
		February 24, 2006