

SUMMARY OF PROCEDURES FOR GRADUATE PROGRAMS

Procedure	Responsibility of	Final Date
File appropriate application for admission to graduate studies; International students who require an F-1 Visa must also apply for an I-20 Form through the Office of International Programs	Student	For U.S. citizens with degrees from U.S. institutions, six weeks prior to deadline; Well in advance of deadline for international students
File Application for Language Examination	Student	After completion of 12 credits; consult department*
Record change of name or personal data	Student	When appropriate, file in Office of the Registrar, Students may update address and other information online using Student Self-Service
Record change of major/concentration using Program change option within Banner Student Self-Service	Student, adviser, receiving department	When appropriate
To obtain advanced standing, forward to appropriate graduate office transcript showing courses requested for transfer	Student	When appropriate
Complete Transfer of Credit form	Student, adviser	When appropriate
File Application for Comprehensive Examination	Student, adviser	October 1 for Fall, February 1 for Spring, June 1 for Summer
Schedule oral examination (for Asian language students only)	Student	See departmental adviser
Successful defense of doctoral dissertation	Student, mentor	November 1 for Fall, March 15 for Spring, June 15 for Summer
Submission of final copy of doctoral Dissertation to the Student University eRepository and to ProQuest	Student	Two weeks prior to degree date

File a minimum of three/four copies of a thesis with a mentor (where applicable). File approved copies with the department office for binding and pick up student's copy

Student

One week prior to degree date. See schedule involved.

File online Application for Graduate Degree with the Office of the Registrar	Student	Summer: March 1 – May 25 Fall: March 15 – August 31 Spring: November 1 – January 25
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* Candidates for the M.A. in English are encouraged to take the language exam as soon as possible after matriculation.

Please note: All forms may be obtained from the appropriate college/school. See individual degree programs for procedure for doctoral degrees.