

Final Date for Each Procedure

Graduation Term:	May 2009	August 2009	December 2009
Apply for graduation	Tuesday, March 31	Wednesday, July 1	Thursday, October 15
Doctoral Commencement Registration (see <i>My ASU</i> graduation tab)	Friday, April 24	see December 2009	Tuesday, December 1
Hold an oral defense of a thesis/dissertation*	Friday, April 24	Friday, July 24	Tuesday, November 24
Submit revisions for final format approval	Wednesday, April 29	Friday, July 31 by 5:00 p.m.	Wednesday, December 2
Submit forms to obtain the Graduate College dean's signature	Friday, May 1	Monday, August 3 by 2:00 p.m.	Friday, December 4
Submit document to ASU Bookstore for binding	Friday, May 8 by 3:00 p.m.	Wednesday, August 5 by 3:00 p.m.	Friday, December 11 by 3:00 p.m.
Complete master's final comprehensive examinations or applied projects	Wednesday, May 13	Thursday, August 6	Wednesday, December 16
Commencement	Wednesday, May 13	see December 2009	Thursday, December 17

Note that deadlines and procedures are subject to change. Please consult with the Graduate College for the most recent updates. If you have questions about the information on this page, please email Student Academic Services (SAS) at grad-sas@asu.edu.

Forms and Assistance

All Graduate College forms are available on the Internet at graduate.asu.edu/forms in Word or PDF format. Students are responsible for obtaining the most recent version of the forms (available on our website) and submitting them with the appropriate signatures. For instructions about forms or procedures, email grad-sas@asu.edu or visit [Student Academic Services](#). For answers to thesis/dissertation format questions, visit graduate.asu.edu/format or email gradformat@asu.edu.

Enrollment Requirements

Students must be enrolled for at least one credit hour that appears on the program of study, or one hour of appropriate graduate level credit, during the semester, summer or winter session in which they defend a thesis or dissertation, take a comprehensive examination, or complete an applied project. **Students must be registered before they can schedule an oral defense of a thesis or dissertation with the Graduate College.** Students must maintain continuous enrollment through the term of graduation and until all degree requirements have been completed.

Graduation, Format Evaluation and Oral Defense Procedures

Step A: Apply for Graduation

You may apply for graduation online, in person, or by mail with the University Registrar's Office. Information about the graduation application procedures and fees is available online: <http://students.asu.edu/graduation>. If you apply after the deadline for a semester, you will be assessed a late fee and your name will not appear in the commencement program.

Step B: Submit Materials for Format Evaluation and Scheduling the Oral Defense*

Go to the Graduate College at [Interdisciplinary Building, B-wing](#), Room 170 to schedule your defense. All defenses must be scheduled with the Graduate College **at least 10 working days in advance** of the planned defense date. Please use the official GC Ten Working-Day calendar, available online or in [Interdisciplinary Building, B-wing](#), Room 170, when scheduling your defense.

Doctoral Students

Submit the following materials at least 10 working days before the defense:

- Dissertation (one complete unbound copy)
- Format Approval Sheet (signed by you and your committee chair)
- One copy of an article from the journal you used as a style guide (if you did not use APA, Chicago, MLA, or Turabian as a style guide)
- Doctoral Defense Schedule Form (one completed copy signed by you and your committee chair)
- **PhD and DMA Students only:** Survey of Earned Doctorates (available online at graduate.asu.edu/forms or in [Interdisciplinary Building, B-wing](#), Room 170)

Master's Students

Submit the following materials at least 10 working days before the defense:

- Thesis (one complete unbound copy)
- Format Approval Sheet (signed by you and your committee chair)
- One copy of an article from the journal you used as a style guide (if you did not use APA, Chicago, MLA, or Turabian as a style guide)
- Master's Defense Schedule Form (one completed copy signed by you and your committee chair)

Step C: Hold the Oral Defense

Your pass/fail form will have already been sent to your chair from the Graduate College for your committee to sign.

Step D: Obtain Signature of the Graduate College Dean

In order to obtain the Graduate College Dean's signature you must:

- apply for graduation;
- have final format approval;
- and submit the original Pass/Fail form signed by your committee and the head of your academic unit indicating that you have passed the oral defense and completed all necessary revisions requested by your committee.

Step E: Submission to the Bookstore

You must submit two copies of your final document (plus any additional copies required by your academic unit) to the ASU Bookstore for binding by the deadline for the semester in which you are graduating (see semester deadlines for specific dates). Failure to meet this deadline will prevent you from graduating. Students are responsible for making sure that the documents submitted for binding are in proper order and free of typographical errors. These copies must be on high-quality, acid-free, xerographic 24-lb. minimum paper (may be bond or rag). Once submitted, these documents are not retrievable for substitutions or changes. Further information may be found at bookstore2.asu.edu/PDF/thesisbindinfo.pdf

Questions?

Email Student Academic Services (SAS) at grad-sas@asu.edu

*All oral defenses of a thesis, dissertation, etc. must be scheduled with the Graduate College at least 10 working days in advance of the planned defense date. Please use the official GC Ten Working-Day calendar, available online or in the [Interdisciplinary Building, B-wing](#), Room 170, when scheduling a defense. **Please note:** There are certain dates during the academic year during which students cannot hold an oral defense of a thesis or dissertation. These dates for 2009 are May 4 – 15, 2009 and December 7 – 18, 2009.