



2019 Graduation Deadlines for Graduate Students

	Spring 2019 May 24 diploma date ¹	Summer 2019 Aug. 21 diploma date ¹	Fall 2019 Dec. 31 diploma date ¹
Graduation applications available	July 1, 2018	July 1, 2018	February 6, 2019
Last day to apply for graduation!	February 5, 2019	February 5, 2019	September 9, 2019
Incomplete and RP grades must be removed (except 799A)	May 24, 2019	August 21, 2019	December 31, 2019
<u>Doctoral dissertation</u> submission and review deadlines	Ask Grad. Affairs	Ask Grad. Affairs	Ask Grad. Affairs
<u>Master's Plan A (Thesis)</u>			
² Thesis submission strict 3:45 PM deadline	March 29, 2019	June 28, 2019	October 30, 2019
³ Thesis publication strict 3:45 PM deadline	May 17, 2019	August 16, 2019	December 18, 2019
⁴ Avoid reenrollment in 799B strict 3:45 PM deadline	May 24, 2019	August 21, 2019	December 20, 2019
<u>Master's Plan B</u>			
Advisors: Report Plan B completion to Graduate Affairs	May 9, 2019	August 15, 2019	December 11, 2019

Graduation application

You must apply for graduation through your Webportal account. If the deadline has passed, contact Graduate Affairs to discuss options. A **\$55 fee** is required (increasing to \$100 in Fall 2019). If you do not graduate, you **must reapply and pay again**.

Thesis review and publication fees (Master's Plan A and doctoral degrees)

A signed thesis signature page, an electronic copy of the appropriately formatted thesis, and a **\$50 thesis review fee** must be submitted to Montezuma Publishing (ED 107). Additional fees are required if 3 or more reviews are needed.

After the thesis passes review, a **\$45 publication fee** is required. This includes ProQuest submission, abstract for SDSU Library, and electronic and metadata files. There are additional publication fees if you, your department and/or committee members require a physical copy. *Prior* to submission, verify how many printed thesis copies will be needed.

Deadlines and important dates

- ¹ Degrees may not be awarded for up to 6 weeks after the diploma date. The degree will not appear on official transcripts until that time. Diplomas are mailed 8-10 weeks after the diploma date. Log into WebPortal to verify your current "mailing" address.
- ² Submitting your thesis before the 3:45 PM thesis submission deadline allows enough time for 2 rounds of review in the current semester, if the corrections are returned quickly. **This is a strict deadline. Do not wait until the last day!** The likelihood of earning a degree in the current semester decreases each day. Theses are reviewed in the order they are submitted.

If you elect to hire a freelance formatter or Montezuma Publishing to *format* your thesis, contact them for information about their process.
- ³ Master's theses must be approved with all publication fees paid before the 3:45 PM thesis publication deadline, or the degree will be issued in a future semester. **This is a strict deadline. Do not wait until the last day!**
- ⁴ Montezuma Publishing will not accept thesis submissions without 799A or 799B registration in the current semester. If you submit your thesis after the 3:45 PM "avoid reenrollment in 799B" deadline, you will need to register in 799B in the following semester. **This is a strict deadline. Do not wait until the last day!**

Montezuma Publishing cannot accept your thesis for review (even on the "avoid reenrollment in 799B" deadline) if your thesis does not meet the minimum formatting requirements. Consult both your graduate program's style guide and the SDSU Formatting Guidelines: <http://www.montezumapublishing.com/thesis1/Formatting.aspx>.