

## Fall 2021 Graduation Deadlines for Master's Students

Diploma Date: December 30, 2021\*\*

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| Graduation applications available  | February 6, 2021                          |
| <b>Last day to apply for graduation!</b>   | <b>September 3, 2021</b>                  |
| Incomplete and RP grades must be removed (except 799A)   | December 30, 2021                         |
| <i>Unformatted</i> document submission to Mont. Publishing   | Contact Montezuma Publishing for deadline |
| <u>Master's Plan A (Thesis)</u>  |   |
| <sup>1</sup> Thesis Submission <b>strict 3:45 PM deadline</b>  | October 29, 2021                          |
| <sup>2</sup> Thesis Publication <b>strict 3:45 PM deadline</b>   | December 17, 2021                         |
| <sup>3</sup> Thesis Submission to Montezuma Publishing for a future degree <i>without 799B</i> re-enrollment ( <b>strict 12PM deadline</b> ) | December 30, 2021                         |
| <u>Master's Plan B</u>   |   |
| Advisor deadline to report completion of the culminating experience to Graduate Studies  | December 9, 2021                          |

### **\*\* Diploma date and updated transcripts \*\***

Official SDSU transcripts showing that the degree was awarded can take up to 6 weeks after the diploma date. Diplomas are mailed 8-10 weeks after the diploma date. You must verify that the “mailing” address for the diploma is correct in your WebPortal account.

### Applying for graduation

You must apply for graduation through your WebPortal account (**\$100 graduation application fee**), even if not attending the commencement ceremony. If you do not graduate, your application will automatically re-evaluated each following semester. If you have missed the graduation application deadline, please contact Graduate Studies at [gra@sdsu.edu](mailto:gra@sdsu.edu) or 619-594-5213.

### Deadline descriptions

- <sup>1</sup> Thesis Submission and review fee deadline: Students who submit their thesis by this day, before 3:45PM, are likely to meet their publication requirements for the current semester *if* formatting guidelines were followed closely. **This is a strict deadline.** Some students who submit and pay the review fee after this deadline might receive degrees this semester, but there is no guarantee. Additional fees are required if three or more formatting reviews are required by Montezuma Publishing.  
If you elect to hire a freelance formatter or Montezuma Publishing to *format* your thesis, then the unformatted thesis must be submitted even earlier. Contact Montezuma Publishing for information about their formatting services.
- <sup>2</sup> Thesis Publication fee deadline: Thesis formatting must be approved by Montezuma Publishing and the **\$45 processing fee** must be paid before 3:45 PM on this day, or the degree cannot be issued until the following semester. **This is a strict deadline.** The processing fee covers ProQuest submission, electronic files, and SDSU Library abstract. Thesis publication is a degree requirement and the thesis is not “published” until final payment is made.
- <sup>3</sup> Thesis Submission for a future degree *without 799B* re-enrollment: Complete thesis submission and review fee payment by this date to avoid 799B re-enrollment in the following semester. If the fee is paid after 12 PM on December 30, then spring 799B re-enrollment will be necessary. **This is a strict deadline.**