

## Fall 2022 Graduation Deadlines for Master's Students

Diploma Date: December 30, 2022\*\*

Graduation applications available	May 6, 2022
<b>Last day to apply for graduation!</b>	<b>September 2, 2022</b>
Incomplete and RP grades must be removed (except 799A)	December 30, 2022
<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 28, 2022
<sup>2</sup> Thesis Publication <b>strict 3:45 PM deadline</b>	December 16, 2022
<sup>3</sup> Thesis Submission to Montezuma Publishing for a future degree <i>without</i> 799B re-enrollment ( <b>strict 12PM deadline</b> )	December 30, 2022
<u>Master's Plan B</u>	
Advisor deadline to report completion of the culminating experience to Graduate Studies	December 9, 2022

### **\*\* 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 (**\$103 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: The thesis signature page, electronic copy of appropriately formatted thesis, and a **\$50 thesis review fee** must be submitted by this day, before 3:45 PM. Students are likely to meet their publication requirements for the current semester *if* formatting guidelines are 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.**