



Spring / Summer 2022 Graduation Deadlines for Master's Students

	Spring 2022 May 20 diploma date**	Summer 2022 TBD diploma date**
Graduation applications available	July 1, 2021	July 1, 2021
Last day to apply for graduation!	February 1, 2022	February 1, 2022
Incomplete and RP grades must be removed (except 799A)	May 20, 2022	TBD
<i>Unformatted</i> document submission to Mont. Publishing	Contact Montezuma Publishing for deadline	
<u>Master's Plan A (Thesis)</u>		
¹ Thesis Submission strict 3:45 PM deadline	March 25, 2022	TBD
² Thesis Publication strict 3:45 PM deadline	May 13, 2022	TBD
³ Thesis Submission to Montezuma Publishing for a future degree <i>without 799B</i> re-enrollment (strict 3:45PM deadline)	May 20, 2022	TBD
<u>Master's Plan B</u>		
Advisor deadline to report completion of the culminating experience to Graduate Studies	May 5, 2022	TBD

**** 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 or 619-594-5213.

Deadline descriptions

- ¹ 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.
- ² 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.
- ³ 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. Students enrolled in 799A/B in Spring 2022 have until 3:45PM on May 20th to submit their thesis for review to qualify for a summer degree without summer 799B enrollment. Students enrolled in 799A/B in Summer 2022 have until 3:45PM on a date to be determined to submit their thesis for review to qualify for a fall degree without fall 799B enrollment. **This is a strict deadline.**