

## Spring 2023 Graduation Deadlines for Master’s Students

Diploma date	May 18, 2023**
Graduation applications available	October 2022
<b>Last day to apply for graduation!</b>	<b>January 31, 2023</b>
Incomplete and RP grades must be removed (except 799A)	May 18, 2023
<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>	March 24, 2023
<sup>2</sup> Thesis Publication <b>strict 3:45 PM deadline</b>	May 12, 2023
<sup>3</sup> Thesis Submission to Montezuma Publishing for a future degree <i>without 799B</i> re-enrollment ( <b>strict 3:45PM deadline</b> )	May 18, 2023
<u>Master's Plan B</u>	
Advisor deadline to report completion of the culminating experience to Graduate Studies	May 4, 2023

**\*\* 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 WebPortal.

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 for up to 3 semesters. 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. Students enrolled in 799A/B in Spring 2023 have until 3:45PM on May 18<sup>th</sup> to submit their thesis for review to qualify for a summer degree without summer 799B enrollment. **This is a strict deadline.**