## FALL, SPRING & SUMMER 2017-2018 GRADUATE STUDENT DEGREE COMPLETION DEADLINES/FORMS

**TAD (MASTER’S THESIS)**  These deadlines are firm; there are no exceptions.

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>DEADLINE TO SUBMIT GRADFORM 11 “Arrangements for the Oral Defense” Note: A COPY of Gradform 4A with required signatures MUST be in the School’s folder* BEFORE submitting Gradform 11** to Sandy.</th>
<th>ORAL DEFENSE DEADLINE Note: Submit Gradform 4 “Report on the Oral Thesis” to Sandy as soon as all committee members have signed approval** and before Post-Defense Format Review.</th>
<th>POST-DEFENSE FORMAT REVIEW DEADLINE Note: The ORIGINAL Gradform 4 “Report on the Oral Defense” with all committee signatures** MUST have been delivered to Sandy before this deadline.</th>
<th>FINAL CLEARANCE DEADLINE: Document, paperwork, and upload complete Note: Students must meet the Post-Defense Format Review deadline to qualify for this deadline.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early for Fall*</td>
<td>FRIDAY, JULY 28, 2017, 2 pm</td>
<td>FRIDAY, AUG 11, 2017</td>
<td>FRIDAY, AUG 18, 2017, 12 noon</td>
<td>FRIDAY, AUG 25, 2017, 12 noon</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>FRIDAY, NOV 3, 2017, 2 pm</td>
<td>FRIDAY, NOV 17, 2017</td>
<td>TUESDAY, NOV 21, 2017, 3 pm</td>
<td>FRIDAY, DEC 8, 2017, 3 pm</td>
</tr>
<tr>
<td>Early for Spring*</td>
<td>FRIDAY, DEC 8, 2017, 2 pm</td>
<td>FRIDAY, DEC 22, 2017</td>
<td>FRIDAY, JAN 5, 2018, 12 noon</td>
<td>FRIDAY, JAN 12, 2018, 12 noon</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>FRIDAY, MAR 23, 2018, 2 pm</td>
<td>FRIDAY, APR 6, 2018</td>
<td>FRIDAY, APR 13, 2018, 3 pm</td>
<td>FRIDAY, APR 27, 2018, 3 pm</td>
</tr>
<tr>
<td>Early for Summer*</td>
<td>FRIDAY, APR 13, 2018, 2 pm</td>
<td>FRIDAY, APR 27, 2018</td>
<td>FRIDAY, MAY 4, 2018, 12 noon</td>
<td>FRIDAY, MAY 11, 2018, 12 noon</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>FRIDAY, JULY 13, 2018, 2 pm</td>
<td>FRIDAY, JULY 27, 2018</td>
<td>FRIDAY, AUG 3, 2018, 3 pm</td>
<td>FRIDAY, AUG 17, 2018, 3 pm</td>
</tr>
</tbody>
</table>

* Early Completion (Early for Fall/Early for Spring/Early for Summer)- If you meet the deadlines above, you do not have to register for that Fall/Spring/Summer and pay tuition.
  1) You must have no Visa restriction requiring you to be registered in the semester you graduate. (You can call the International Student Services office at 740-593-7330 to confirm your eligibility.)
  2) You must have completed all coursework and met all requirements in the Scripps College of Communication.
  3) If you do not meet all Early for deadlines posted above, you must register for at least one credit and pay tuition for that semester.

*Gradform 4A “Report on the Master’s Thesis Proposal” is an internal School document. It is NOT sent to the College office.

**If any committee members are participating remotely (not physically in Athens to sign Gradform 11 or 4), those committee members must send an e-mail to the Thesis Advisor stating the student’s first and last name, date of the defense, (and Satisfactory or Letter Grade or Unsatisfactory performance for Gradform 4). That e-mail including the date of the e-mail must be submitted with Gradform 11 or 4. When you submit Gradform 11, Sandy will send an e-mail announcement to faculty and graduate students in the Scripps College of Communication.
# FALL, SPRING & SUMMER 2017-2018 GRADUATE STUDENT DEGREE COMPLETION DEADLINES/FORMS

**TAD (PH.D. DISSERTATION)**

These deadlines are firm; there are no exceptions.

| SEMESTER             | DEADLINE TO SUBMIT GRADFORM 11 “Arrangements for the Oral Defense”*  
|----------------------|-----------------------------------------------------------------------  
|                      | Note: A COPY of Gradform 10** signed by Associate Dean Newton MUST be in the School’s folder BEFORE submitting Gradform 11 to Sandy.  
|                      | ORAL DEFENSE DEADLINE  
|                      | Note: Submit Gradform 4 “Report on the Dissertation Defense” and Gradform 14 “Evaluation by Dean’s Outside Rep” to Sandy as soon as all committee members have signed approval* and before Post-Defense Format Review.  
|                      | POST-DEFENSE FORMAT REVIEW DEADLINE  
|                      | Note: The ORIGINAL Gradform 4* “Report on the Oral Defense” with all committee signatures MUST have been delivered to Sandy before this deadline.  
|                      | FINAL CLEARANCE DEADLINE: Document, paperwork, and upload complete  
|                      | Note: Students must meet the Post-Defense Format Review deadline to qualify for this deadline.  
|                      | **Early Completion (Early for Fall/Early for Spring/Early for Summer)- If you meet the deadlines above, you do not have to register for that Fall/Spring/Summer and pay tuition.  
|                      | 1) You must have no Visa restriction requiring you to be registered in the semester you graduate (call International Student Services office at 740-593-7330 to confirm eligibility.)  
|                      | 2) You must have completed all coursework and met all requirements in the Scripps College of Communication.  
|                      | 3) If you do not meet all Early for deadlines posted above, you must register for at least one credit and pay tuition for that semester.  
|                      | ** If any committee members are participating remotely (not physically in Athens to sign Gradform 11 or 4), those committee members must send an e-mail to the Dissertation Advisor stating the student’s first and last name, date of the defense, (and Satisfactory or Letter Grade or Unsatisfactory performance for Gradform 4). That e-mail including the date of the e-mail must be submitted with Gradform 4. When you submit Gradform 11, Sandy will send an e-mail announcement to faculty and graduate students in the Scripps College of Communication.  
|                      | ** Gradform 10 is created by Sandy, not the School. The ORIGINALS of Gradforms 7, 8 and 9 MUST be in the College folder in order for Gradform 10 to be created.  
| Early for Fall*      | FRIDAY, JULY 28, 2017, 2 pm                                        
|                      | FRIDAY, JULY 27, 2018                                            
|                      | FRIDAY, AUG 11, 2017                                            
|                      | FRIDAY, AUG 18, 2017, 12 noon                                    
|                      | FRIDAY, AUG 25, 2017, 12 noon                                    
| Fall 2017            | FRIDAY, OCT 13, 2017, 2 pm                                       
|                      | FRIDAY, OCT 27, 2017                                            
|                      | FRIDAY, NOV 3, 2017, 3 pm                                       
|                      | FRIDAY, NOV 17, 2017, 3 pm                                      
| Early for Spring*    | FRIDAY, DEC 8, 2017, 2 pm                                       
|                      | FRIDAY, DEC 22, 2017                                            
|                      | FRIDAY, JAN 5, 2018, 12 noon                                    
|                      | FRIDAY, JAN 12, 2018, 12 noon                                   
| Spring 2018          | FRIDAY, MAR 2, 2018, 2 pm                                       
|                      | FRIDAY, MAR 16, 2018                                           
|                      | FRIDAY, MAR 23, 2018, 3 pm                                     
|                      | FRIDAY, APR 6, 2018, 3 pm                                      
| Early for Summer*    | FRIDAY, APR 13, 2018, 2 pm                                     
|                      | FRIDAY, APR 27, 2018                                           
|                      | FRIDAY, MAY 4, 2018, 12 noon                                    
|                      | FRIDAY, MAY 11, 2018, 12 noon                                   
| Summer 2018          | FRIDAY, JULY 13, 2018, 2 pm                                     
|                      | FRIDAY, JULY 27, 2018                                          
|                      | FRIDAY, AUG 3, 2018, 3 pm                                      
|                      | FRIDAY, AUG 17, 2018, 3 pm                                     

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  2) You must have completed all coursework and met all requirements in the Scripps College of Communication.
  3) If you do not meet all Early for deadlines posted above, you must register for at least one credit and pay tuition for that semester.

* If any committee members are participating remotely (not physically in Athens to sign Gradform 11 or 4), those committee members must send an e-mail to the Dissertation Advisor stating the student’s first and last name, date of the defense, (and Satisfactory or Letter Grade or Unsatisfactory performance for Gradform 4). That e-mail including the date of the e-mail must be submitted with Gradform 4. When you submit Gradform 11, Sandy will send an e-mail announcement to faculty and graduate students in the Scripps College of Communication.

** Gradform 10 is created by Sandy, not the School. The ORIGINALS of Gradforms 7, 8 and 9 MUST be in the College folder in order for Gradform 10 to be created.
FALL, SPRING & SUMMER 2017-2018 GRADUATE STUDENT DEGREE COMPLETION DEADLINES/FORMS

COMPREHENSIVE EXAM FOR THE MASTER’S DEGREE: These deadlines are firm; there are no exceptions.

<table>
<thead>
<tr>
<th></th>
<th>DEADLINE TO SUBMIT COMPREHENSIVE EXAM ANSWERS TO FACULTY COMMITTEE</th>
<th>ORAL DEFENSE DEADLINE Note: only if an oral defense is required by your committee</th>
<th>DEADLINE TO SUBMIT GRADFORM 3 “Report on the Comprehensive Exam” to Sandy Note: Gradform 3 requires both signatures* and typed names of committee members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early for Fall*</td>
<td>FRIDAY, AUG 11, 2017</td>
<td>FRIDAY, AUG 25, 2017</td>
<td>MONDAY, AUG 28, 2017, 12 noon</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>TUESDAY, NOV 21, 2017</td>
<td>FRIDAY, DEC 8, 2017</td>
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<tr>
<td>Early for Spring*</td>
<td>FRIDAY, DEC 22, 2017</td>
<td>FRIDAY, JAN 12, 2018</td>
<td>TUESDAY, JAN 16, 2018, 12 noon</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>FRIDAY, APR 13, 2018</td>
<td>FRIDAY, APR 27, 2018</td>
<td>MONDAY, APR 30, 2018, 12 noon</td>
</tr>
<tr>
<td>Early for Summer*</td>
<td>FRIDAY, APR 27, 2018</td>
<td>FRIDAY, MAY 11, 2018</td>
<td>MONDAY, MAY 14, 2018, 12 noon</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>FRIDAY, AUG 3, 2018</td>
<td>FRIDAY, AUG 17, 2018</td>
<td>MONDAY, AUG 20, 2018, 12 noon</td>
</tr>
</tbody>
</table>

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   2) You must have completed all coursework and met all requirements in the Scripps College of Communication.
   3) If you do not meet all Early for deadlines posted above, you must register for at least one credit and pay tuition for that semester.

* If any committee members are participating remotely (not physically in Athens to sign Gradform 3), those committee members must send an e-mail to the Master’s Advisor stating the student’s first and last name, date of the defense, and Passed or Failed performance. That e-mail including the date of the e-mail must be submitted with Gradform 3.
FALL, SPRING & SUMMER 2017-2018 GRADUATE STUDENT DEGREE COMPLETION DEADLINES/FORMS

PROFESSIONAL PROJECT/RESEARCH PAPER/READINGS OPTION FOR THE MASTER’S DEGREE: These deadlines are firm; there are no exceptions.

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>DEADLINE TO SET UP ORAL DEFENSE</th>
<th>ORAL DEFENSE DEADLINE</th>
<th>DEADLINE TO SUBMIT GRADFORM 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Note: “Report on the Professional Project Proposal” MUST be in School’s folder* BEFORE setting the date of the Oral Defense</td>
<td>Note: Submit Gradform 5 “Report on the Professional Project/Research Paper/Readings Option for the Master's Degree” to Sandy as soon as all committee members have signed approval**</td>
<td>Note: Gradform 5 requires both signatures** and typed names of committee members</td>
</tr>
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<td>Early for Fall*</td>
<td>FRIDAY, AUG 11, 2017</td>
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<td>Early for Spring*</td>
<td>FRIDAY, DEC 22, 2017</td>
<td>FRIDAY, JAN 12, 2018</td>
<td>TUESDAY, JAN 16, 2018, 12 noon</td>
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<td>FRIDAY, APR 13, 2018</td>
<td>FRIDAY, APR 27, 2018</td>
<td>MONDAY, APR 30, 2018, 12 noon</td>
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<td>Early for Summer*</td>
<td>FRIDAY, APR 27, 2018</td>
<td>FRIDAY, MAY 11, 2018</td>
<td>MONDAY, MAY 14, 2018, 12 noon</td>
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<td>Summer 2018</td>
<td>FRIDAY, AUG 3, 2018</td>
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  2) You must have completed all coursework and met all requirements in the Scripps College of Communication.
  3) If you do not meet all Early for deadlines posted above, you must register for at least one credit and pay tuition for that semester.

** “Report on the Master’s Professional Project Proposal” is an internal School document. It is NOT sent to the College office.

** If any committee members are participating remotely (not physically in Athens to sign Gradform 5), those committee members must send an e-mail to the Master’s Advisor stating the student’s first and last name, date of the defense, and Satisfactory or Unsatisfactory performance. That e-mail including the date of the e-mail must be submitted with Gradform 5.