

INFORMATION AND DEADLINES FOR GRADUATION

SPRING 2018

THESIS

Thesis is a total of six (6) hours and consists of two courses taken in proper order.

Strategic Communication Thesis Courses:

STCO 70980 – (first thesis course)

STCO 70990 – (second thesis course)

Communication Studies Thesis Courses: COMM 70980 – (first thesis course)

COMM 70990 – (second thesis course)

Committee chairs must have course and section numbers available for the semesters of enrollment.

Must be on File

Before Enrollment

File [Master's Committee form](#).

A completed form is necessary prior to enrollment in class. This form can be found online or in the Graduate Studies office in room MOUS 207.

January 19, 2018

Last day for enrollment or changing classes

File an [Intent to Graduate form](#). This form can be found online or in the Graduate Studies office in room MOUS 207. **A nonrefundable fee is charged to the student when an Intent to Graduate is filed.**

May 3, 2018

Last day of class

Oral defense of your thesis should be completed by this date.

[Final Grade Report form](#) is completed and signed by the committee the returned to the Graduate office in MOUS 207.

The Title page is also signed at this time for scanning into electronic copy. This form may be found online.

A paper copy of the thesis should be brought to the graduate office for approval. It should be carefully proofread and in its final form, except for any changes that might be suggested at the final oral.

May 7, 2018

All thesis paperwork completed and final electronic copies submitted to UMI <http://dissertations.umi.com/tcu/>. Submit \$10 processing fee to Financial Services in Sadler Hall. (This cannot be billed to student's account.). For more information on how to submit thesis go here: https://lib.tcu.edu/submit-thesis-or-dissertation.asp#tab_explanation.

May 12, 2018

Baccalaureate & commencement

★ Should it be necessary to delay graduation, a [Cancel Intent to Graduate](#) form is required. This form may be found in the Graduate Studies Office, MOUS 207. Another [Intent to Graduate](#) form and associated fee will be required for your new graduation date.