

# Office of Graduate School

## Ready Reference Sheet - Due Dates for Graduate Student Forms

Doctoral Forms	Due in the Department	Due in the Office of Graduate School
Committee Request Form	By end of second semester of enrollment	When preliminary/comprehensive examination is scheduled
Program of Study	By end of second semester of enrollment	Two weeks prior to the end of the semester
Transfer Approval Sheet (as occurs)	Upon committee approval	At least two weeks prior to the Comprehensive/preliminary examination
Change in Graduate Program	Upon committee approval	As appropriate
Report of Exam Results	Date of examination	As students are notified
Report of Written Exam	Date of examination	As students are notified
Report of Oral Exam	Date of examination	As students are notified
Committee Request Change Form	Upon departmental approval	Upon departmental approval
Admission to Candidacy	Please refer to the Admission to Candidacy section in the current Graduate Bulletin	Results of preliminary examination and approved dissertation topic
Announcement of defense of doctoral dissertation	Announced in College only	n/a
Master's/Educational Specialist Forms	Due in the Department	Due in the Office of Graduate School
Committee Request Form	By end of first semester of enrollment	Semester in which student applies for graduation
Program of Study	By end of second semester of enrollment	Semester in which the student applies for graduation
Transfer Approval Sheet (as occurs)	Upon committee approval	As soon as official transcript is available
Change in Graduate Program	Effective date of change	Semester in which the student applies for graduation
Report of Examination Results	Date of examination	By the date published in the Academic Calendar section of the current Graduate Bulletin
Committee Request Change Form	Upon departmental approval	Upon departmental approval
Announcement of Thesis Defense	Announced in College only	n/a