

December 2009
Graduate Degree Deadlines



Sunday November 1, 2009: *Apply for Graduation*

Deadline for submitting the "Apply for Graduation" form. Log into ACES Student Self Service and Apply for Graduation. The Graduation list submitted to the Office of Special Events and University Ceremonies is generated from the "Apply for Graduation" Forms. If your committee is not approved, you will not be eligible to apply for graduation.

Tuesday December 1, 2009: *Initial Electronic Dissertation Submission*

The deadline for the initial dissertation submission to UMI/ProQuest is December 1, 2009. ***The initial submission must take place at least one week prior to your defense and no later than December 1.***

- After you submit your electronic dissertation to UMI/ProQuest you will receive an email from the Graduate School within two business days informing you of any formatting problems.
- Wait for this email before scheduling your appointment to pick up your Final Examination Certificate.
- We must receive the letter from your advisor confirming that your dissertation is complete and ready to defend and the Departmental Defense Announcement before we can release your Final Examination Certificate.
- When you receive the email (**and not before**), please use our online Appointment Calendar to schedule a time to meet with the Graduate School staff member who contacted you about formatting issues after your initial submission.
- At this appointment, you will receive your Final Examination Certificate and have the opportunity to fill out our Exit Survey. The Appointment Calendar can be found at:

<http://aaswebsv.aas.duke.edu/calendar/grad.html>

Tuesday December 1, 2009: *Initial Master's Thesis Submission*

At this time, the Master's thesis cannot be submitted electronically.

The deadline for the initial submission of the Master's Thesis to the Graduate School is December 1, 2009. ***The initial submission must take place at least one week prior to the defense and no later than December 1.***

- Deliver your thesis to the front desk in the Graduate School (2127 Campus Drive).
- A Graduate School staff member will email you with any formatting changes you need to make prior to your final submission.
- When you receive the email (**and not before**), please use our online Appointment Calendar to schedule a time to meet with the Graduate School staff member who contacted you about formatting issues after your initial submission.

<http://aaswebsv.aas.duke.edu/calendar/grad.html>

- We must receive the letter from your advisor confirming that your thesis is complete and ready to defend before we can release your Final Examination Certificate. *(continued...)*



Friday December 11, 2009: *PhD and Master's Exam Cards*

- All Ph.D. final exam cards and Master's final exam cards (both Master's with thesis and non-thesis Master's) must be submitted to the Graduate School by 5:00 p.m.

Friday December 11, 2009: *Final Dissertation and Thesis Submission*

- All defended, completed Ph.D. dissertations must be submitted to UMI/ProQuest by 3:00 p.m. EDT.
- Master's theses must be submitted to Perkins Library by 3:00 p.m.