

Overview & Deadlines



Calendar & Forms



College of Graduate Studies calendar:

<https://www.tntech.edu/graduatestudies/gcalendar.php>



College of Graduate Studies forms:

<https://www.tntech.edu/graduatestudies/forms.php>

Additional links & details may be in your graduation analysis email

DEADLINES FOR GRADUATION & THESIS/DISSERTATION PROCESS

Friday, November 7

Degree progression documentation required for graduation (e.g., substitution forms, committee or candidacy forms, transfer forms, course validation forms, exception requests, reclassification to full standing forms, other requested documents, etc.), if required

Friday, November 14

- Your advisor should submit the **Defense Results Form** to report the results of your thesis/dissertation defense
 - Make sure your defense is scheduled before this date to allow time for all signatures and submission to Graduate Studies
 - This form requires signatures from all committee members, your department chair, and your college dean
- Comprehensive Exam/Project Results**, if applicable

Friday, November 21

- Signed Certificate of Approval**
 - This form requires signatures from all committee members, your department chair, and your college dean
 - A copy without signatures is included in your thesis/dissertation
- Committee-approved thesis/dissertation to ProQuest**

Friday, December 5

- Submit the **final requested thesis/dissertation revisions**
- Remove “Incomplete” grade(s)**, if applicable
- Submit **Survey of Earned Doctorate** (doctoral students only)
- Graduation Date & Commencement

Refine Thesis/Dissertation

Work

Work closely with your advisor and share a draft of your thesis/dissertation with your advisor for review.

Share

Share your thesis/dissertation with your advisory committee.

Make

Make revisions based on advisor and committee recommendations. This includes checks for grammar, formatting and spelling in addition to content. The draft may be refined several times.

Specific Graduation Requirements for Thesis/Dissertation Students

- Pass defense
- Ensure your advisor submits your defense results form to Graduate Studies
- Submit Certificate of Approval form to Graduate Studies
- Submit thesis/dissertation to ProQuest
- Make any requested changes during the review process

Deadlines Overview

Early in the semester

- Defense Prep & Defense

Deadline: November
14

- Defense Results Form

Deadline: November
21

- Certificate of Approval (with signatures)

Deadline: November
21

- Submit approved thesis or dissertation to ProQuest

Deadline: December
5

- Finalize all requested revisions

Publication Process

