

MA Deadlines

- Course approval form – Completed before registering, each semester.
- Program of Studies (POS) – to be completed the semester - before - you take your comprehensive examination.
- For the Fall comprehensive exam the POS is due in the Spanish and Portuguese office no later than May 15th.
- For the Spring comprehensive exam the POS is due in the Spanish and Portuguese office no later than September 15th.
- Comprehensive Exams – are given on the Thursday and Friday of the Spring and Fall semester break.
- Exams are usually taken during the fourth semester of coursework.

Ph.D. Degree Deadlines

- Course approval form – completed before registration each semester.
- Committee on Studies Form – completed no later than the second semester of the PhD program.
- Comprehensive Examination – Scheduled in consultation of the Committee of Studies. The exam is usually taken in the semester in which all course work is completed or the semester immediately following.
- Exam Proposed Timetable - The Graduate Advisor must be notified three weeks before the exams are scheduled to be taken.
- Application for Candidacy – To be completed and turned in with the results of the Comprehensive Exam.
- Dissertation Proposal – Final deadline for approval is the semester following the semester in which exams are passed.
- Report of Progress on Dissertation – to be completed after mid-semester break and at least two weeks before the end of the semester every semester that dissertation hours are taken.

The Dissertation Defense:

After all members of the Dissertation Committee are satisfied that the dissertation is in acceptable final form, the dissertation is presented at an oral defense. The defense is publicly announced and is open to all interested observers. The purpose of the defense is to allow the candidate to answer specific queries concerning the work presented in the dissertation, to elaborate on points requested by members of the Dissertation Committee or other observers, and to make any additional comments or observations deemed appropriate. It is important that the defense not be scheduled until – all - members of the dissertation committee have read and approved – all - parts of the dissertation. Under no circumstances should a defense be scheduled while the candidate is still actively working on the dissertation, and that the necessary additions and improvements can be made after the defense.

The defense must be scheduled to take place at least - one month - before the Office of Graduate Studies filing deadline, and a – complete - draft of the dissertation (which must include all of the following: Table of contents, introduction, all chapters, conclusion, and complete bibliography) must be received by all Dissertation Committee members at least - one month - prior to the earliest possible date a defense may be scheduled. All material must be turned into the Office of Graduate Studies within 90 days of the defense or the student will be required to redefend the dissertation. There will be - no exceptions - to these deadlines.

Dissertation deadlines:

To have a degree granted in the Summer semester:

- A complete dissertation must be given to all committee members by May 15,
- Have your oral defense by June 15,
- Submit the final documents to the Office of Graduate Studies by their filing deadline of July 15.

To have a degree granted in the Fall semester:

- A complete dissertation must be given to all committee members by September 15,
- Have your oral defense by October 15,
- Submit the final documents to the Office of Graduate Studies by their filing deadline of November 15.

To have a degree granted in the Spring semester:

- A complete dissertation must be given to all committee members by February 15,
- Have your oral defense by March 15,
- Submit the final documents to the Office of Graduate Studies by their filing deadline of April 15.

Graduation Ceremony:

Ph.D. students with a dissertation defense scheduled before July 15 may walk at the department's Spring commencement ceremony.