In order to assist you with graduation procedures, please review the dates listed below. If you are pursuing a Master’s degree, PLAN A (THESIS), please follow the deadline dates for THESES; if you are pursuing a Master’s degree PLAN B (ESSAY) or PLAN C, follow the deadline dates for ESSAYS:

**MASTERS THESES (PLAN A)**

**FORMAT CHECK (Plan A only)**

*Two weeks prior to defense*

Master’s theses must be presented to the PhD Office, 5057 Woodward – Room 6305.3, (313) 577-7740 in final form for format check. Manuscripts can be submitted electronically at http://disertations.umi.com/wayne/. Guidelines for these are available in the PhD Office or online at http://www.gradschool.wayne.edu/.

**STUDENT DEADLINE – Submission of thesis – (PLAN A ONLY)**

*Friday, August 10, 2012*

Submission of final copies. Submission of theses instructions may be obtained from the PhD Office, 5057 Woodward – Room 6305.3, (313) 577-7740, upon approval of format check or online.

**DEPARTMENT DEADLINE – Final report – (PLANS A, B & C)**

*Friday, August 10, 2012*

Department should submit the FINAL REPORT WITH RECOMMENDATION (orange form) OR the FINAL REPORT WITH EXAMINATION and the MODERATOR’S REPORT (gray forms) to the Liberal Arts and Sciences Graduate Office, 2155 Old Main by 5:00 p.m. Grades for theses credits must be on file.
GRADUATION DEADLINE DATES – MASTER’S DEGREE
SPRING/SUMMER 2012

MASTER’S ESSAYS - PLAN B/PLAN C

STUDENT DEADLINE – Submission of Essay - (PLAN B/PLAN C)
Friday, August 10, 2012
Essays should be in two or three-hole punched pressboard cover binders. The ORIGINAL with advisor’s signature on cover page must be in the Liberal Arts and Sciences Graduate Office, 2155 Old Main by 5:00 p.m. on this date. The remaining copy/copies should be either filed in your major department office or with your advisor.

DEPARTMENT DEADLINE – Final Report - (PLANS A, B & C)
Friday, August 10, 2012
Departments should submit the FINAL REPORT WITH RECOMMENDATION* (orange form) or the FINAL REPORT WITH EXAMINATION* and the MODERATOR’S REPORT* (gray forms) to the Liberal Arts and Sciences Graduate Office, 2155 Old Main by 5:00 P.M. Grades for essay credits must be on file.

*Credited/Grades Final Deadline
Friday, August 10, 2012
All work for incomplete “I” or deferred “Y” grades earned prior to Summer Term 2012 must be turned in to the instructor by August 3, 2012. Instructor must submit grade change online by August 10, 2012.

SATURDAY, DECEMBER 8, 2012
COMMENCEMENT*
Location and time to be determined

*For more information about Commencement and the Grad Expo, questions may be referred directly to the Commencement Office at (313) 577-2414 or their website at www.commencements.wayne.edu.

IT IS THE RESPONSIBILITY OF THE STUDENT TO SEE THAT ALL DEADLINES ARE MET. IF YOU HAVE ANY QUESTIONS CONCERNING GRADUATION PROCEDURES, PLEASE CALL THE LIBERAL ARTS AND SCIENCES GRADUATE OFFICE, 577-5188. OFFICE HOURS ARE MONDAY–FRIDAY, 8:30 A.M. – 5:00 P.M.