GRADUATION DEADLINE DATES - MASTER’S DEGREE
SPRING/SUMMER TERM 2013

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 thesis deadline dates; if you are pursuing a Master’s degree PLAN B (ESSAY) or PLAN C, follow the deadline dates for ESSAYS:

**MASTERS THESIS (PLAN A)**

**FORMAT CHECK (Plan A only)**

*Two weeks prior to defense*

Thesis 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://dissertations.umi.com/wayne/. Thesis Guidelines are available in the PhD Office or online at www.gradschool.wayne.edu/.

**STUDENT DEADLINE – Submission of thesis - (Plan A only)**

*Friday, August 16, 2013*

Submission of final copies. Thesis submission 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 16, 2013*

Department should submit the FINAL REPORT WITH RECOMMENDATION (orange form) OR the FINAL REPORT WITH EXAMINATION and the MODERATOR’S REPORT (gray form) to the Liberal Arts and Sciences Graduate Office, 2155 Old Main by 5:00 p.m. Grades for theses credits must be on file.
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GRADUATION DEADLINE DATES – MASTER’S DEGREE
Spring/Summer Term 2013

MASTER’S ESSAYS (PLAN B)/PLAN C

STUDENT DEADLINE – Submission of Essay - (PLAN B ONLY)
Friday, August 16, 2013

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 16, 2013

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 Graduate Office, 2155 Old Main by 5:00 P.M. Grades for essay credits must be on file.

*For those not currently registered for essay credits.

CREDITS/GRADES FINAL DEADLINE
Friday, August 16, 2013 - All work for incomplete “I” or deferred “Y” grades earned prior to Spring/Summer Term 2013 must be turned in to the instructor by August 9, 2013. Instructor must submit grade change on-line by August 16, 2013.

SATURDAY, DECEMBER 7, 2013

COMMENCEMENT**

6:00 P.M. – Matthaei physical education center
Participants must arrive one (1) hour prior to the ceremony

**You will receive information about ceremony time, tickets, caps and gowns, etc. from the Commencement Office. Questions may be referred directly to the Commencement Office at (313) 577-2414 or their website at www.commencement.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.