



THE FLORIDA STATE UNIVERSITY  
COLLEGE OF EDUCATION  
*Office of Academic Services and Intern Support*

**GRADUATE DEADLINES  
SPRING 2010**

***PLEASE NOTE: THESIS STUDENTS AND DOCTORAL CANDIDATES MUST BE REGISTERED FOR A MINIMUM OF TWO (2) SEMESTER HOURS OF THESIS OR DISSERTATION CREDITS IN THE SEMESTER THE DIPLOMA IS AWARDED. ALL EXAMS (COMPREHENSIVE, PRELIMINARY) AND ALL DEFENSES REQUIRE REGISTRATION – SEE YOUR DEPARTMENT FOR DETAILS.***

**All forms mentioned in this deadline schedule may be collected at Office of Academic Services and Intern Support, Room 2301, Stone Building, Tallahassee, Florida or online at <http://www.coe.fsu.edu/OAS/support.html>**

**December 24, 2009** – If you did not make the manuscript final submission deadline for Fall 2009, but complete all degree requirements before the first day of the Spring term, it is possible to waive the two (2) semester hour registration requirement. To be eligible for this registration exemption, all degree requirements, including, manuscript clearance, must be completed prior to the first day of the Spring term. The Graduate School can provide information on this procedure. Note: Before proceeding with registration exemption, international students must contact the International Center for Information on registration requirements regarding immigration/visa status.

**January 6, 2010 through January 22, 2010** – Deadline to file application for graduation, **SPRING SEMESTER**, at the Office of the University Registrar, 3900 UCA. Please visit the university graduation website for more details: <http://registrar.fsu.edu/services/graduation/> (NOTE: You must apply for graduation even if you do not attend the commencement ceremony.)

**January 23, 2010** – All Thesis, Treatise, Dissertation Research Approval Forms are due to The Graduate School (see [campus.fsu.edu](http://campus.fsu.edu) under the Blackboard Organization “GradSpace”).

**February 15, 2010** – Program of Study for new graduate students must be on file in the Office of Academic Services and Intern Support, Room 2301 Stone Building.

**March 15, 2010** – Deadline for submission of Dissertation or Thesis to the department chair.

**March 22, 2010** – Last day to defend prospectus in order to graduate Summer 2010.

**April 3, 2010** – Deadline for taking Comprehensive Exams or Defense of Thesis or Dissertation for **SPRING SEMESTER**.

**April 5, 2010** – Deadline for format approval by Manuscript and Clearance Advisor in The Graduate School (850/644-3501). All manuscripts must be submitted electronically in PDF format at [clearance@mail.fsu.edu](mailto:clearance@mail.fsu.edu). No hard copies of manuscripts will be accepted. Please see *Guidelines and Requirements for Theses, Treatises and Dissertations* located under the under the Blackboard Organization “GradSpace”.

**April 9, 2010** – Deadline for submission of all Comprehensive exams (Masters/Specialist Students), Doctoral Preliminary exams, Dissertation Defense, finalized Program of Study, and Final Term Degree Clearance form for thesis students and doctoral candidates to Office of Academic Services and Intern Support, 2301 Stone Building. **(NOTE: You must have cashier's stamp and all signatures before submitting the Final Term Clearance form to Office of Academic Services and Intern Support for Academic Dean's signature).**

**April 12, 2010** – Final deadline for submission of successfully defended thesis or dissertation, as a PDF file, as well as all required forms and documents to The Graduate School Clearance Advisor, 408 Westcott. **All signatures must be original and obtained before the forms are submitted to the Clearance Advisor. The completed forms must be delivered in-person or mailed to The Graduate School.**

**May 1, 2010 at 2:00 P.M.** – College of Education Spring 2010 Commencement Ceremony.

**NOTE:** In accordance with university and college policy, the doctoral supervisory committee must annually assess, in writing, the academic progress of each graduate student who has passed the Ph.D. Preliminary Examination. Please return the completed form to The Office of Academic Services and Intern Support, 2301 Stone Building.