

Deadlines for Graduate Students:

10/24/07

This is a short list of deadlines for graduate students and is meant to be used only as a general guideline. The final source for all deadlines and the most current information for the university is the online Academic Calendar at:

<http://registrar.boisestate.edu/Calendars.htm>

For students who are planning to graduate May, 2008:

- 10/01/07 Admission to Candidacy for Graduate Degree or Certificate must be in the graduate office at MG-141
- 01/28/08 Application for Graduate Degree or Certificate must be completed online and the fee paid, \$25 late fee added after this date.
- 02/04/08 Add directed research, independent study, practicum, project, thesis, and dissertation
- 02/08/08 File application with department for final master's or doctoral written exam
- 03/15/08 Written comprehensive exam
- 04/04/08 Oral dissertation, thesis, or project defense
- 04/11/08 Submit final signed copies of dissertation, thesis, or project to graduate dean's office
- 05/17/08 Commencement

For students who are planning to graduate August, 2008:

- 02/26/08 Admission to Candidacy for Graduate Degree or Certificate must be in the graduate office at MG-141
- 06/12/08 Application for Graduate Degree or Certificate must be completed online and the fee paid (available starting 01/29/08)
- 06/23/08 Oral dissertation, thesis, or project defense
- 07/07/08 Add assessment, directed research, independent study, internship, or practicum
- 07/07/08 Submit final signed copies of dissertation, thesis, or project to graduate dean's office
- 07/19/08 Written comprehensive exam

For students who are planning to graduate December, 2008:

- 07/03/08 Admission to Candidacy for Graduate Degree or Certificate must be in the graduate office at MG-141
- 08/29/08 Application for Graduate Degree or Certificate must be completed online and the fee paid (available starting 06/13/08)
- 09/08/08 Add directed research, independent study, practicum, project, thesis, and dissertation
- 09/19/08 File application with department for final master's or doctoral written exam
- 10/11/08 Written comprehensive exam
- 10/17/08 Oral dissertation, thesis, or project defense
- 11/07/08 Submit final signed copies of dissertation, thesis, or project to graduate dean's office
- 12/19/08 Commencement

For students who are planning to graduate May, 2009:

- 10/06/08 Admission to Candidacy for Graduate Degree or Certificate must be in the graduate office at MG-141
- 01/26/09 Application for Graduate Degree or Certificate must be completed online and the fee paid (available starting 08/30/08)
- 02/02/09 Add directed research, independent study, practicum, project, thesis, and dissertation
- 02/06/09 File application with department for final master's or doctoral written exam
- 03/14/09 Written comprehensive exam
- 04/03/09 Oral dissertation, thesis, or project defense
- 04/10/09 Submit final signed copies of dissertation, thesis, or project to graduate dean's office
- 05/16/09 Commencement

For students who are planning to graduate August, 2009:

- 03/02/09 Admission to Candidacy for Graduate Degree or Certificate must be in the graduate office at MG-141
- 06/11/09 Application for Graduate Degree or Certificate must be completed online and the fee paid (available starting 01/27/09)
- 06/22/09 Oral dissertation, thesis, or project defense
- 07/06/09 Add directed research, independent study, practicum, project, thesis, and dissertation
- 07/06/09 Submit final signed copies of dissertation, thesis, or project to graduate dean's office
- 07/18/09 Written comprehensive exam

For students who are planning to graduate December, 2009:

- 07/02/09 Admission to Candidacy for Graduate Degree or Certificate must be in the graduate office at MG-141

Forms:

The Application for Admission to Candidacy for Graduate Degree or Certificate:

- The form is available online at the graduate college website at: <http://www.boisestate.edu/gradcoll/0004.html>
- The original paper form with original signatures (not a fax or xerox) must be submitted to the Graduate Admission and Degree Services office at MG-141 by the deadline. Incomplete forms will be returned to the department and will need to be resubmitted by the deadline.
- The Candidacy form must be in the graduate office by the deadline or the student will not be able to apply online for graduation. BroncoWeb is setup to block applications for graduation unless the Candidacy form has been recorded as received by Graduate Admission and Degree Services.
- Candidacy forms must be filled out completely. This means that all credits needed must be listed on the form, even if they have not yet been completed. This includes Thesis, Project, or Comprehensive Examination credits.
- Any credits to be transferred in from another institution must be listed as transfer credits and must include the name of the originating institution.
- Any required courses in a degree plan that are to be replaced with substitute courses must be fully documented on a Request for Adjustment of Academic Requirements form which should accompany the Candidacy form.
- It is very important that the exact title of the degree or certificate is listed on the Candidacy form.

The Request for Adjustment of Academic Requirements:

- The form is available online at the graduate college website at: <http://www.boisestate.edu/gradcoll/0004.html>
- Used to request a change in a degree plan or to waive a requirement

Appointment of Supervisory Committee:

- The form is available online at the graduate college website at: <http://www.boisestate.edu/gradcoll/0004.html>
- Lists all members of the student's committee

The Online Degree Progress Report (DPR):

- This can be accessed by students through their BroncoWeb account at: <http://broncoweb.boisestate.edu> and can be used to monitor their progress during the last stages of the degree process.
- The final adjustments to the DPR are not done until the student's Candidacy form has been submitted. At that time, any adjustments to the degree plan are posted.
- Transfer credits are not posted until both the Candidacy form and all required transcripts are received.

The Online Application for Graduate Degree or Certificate:

- Students now apply through BroncoWeb at: <http://broncoweb.boisestate.edu>. Start by logging in using your BroncoWeb account, click on Registrar, then on Apply for Graduation.
- It is very important that the exact title of the degree or certificate is listed on the Application for Graduation.
- Fees are \$25 for those applying for a degree and \$20 for those applying for a certificate. Students working on both a degree and a certificate will need to apply twice, once for each program.
- Late applications will be charged a \$25 late fee in addition to the \$25 fee for degree or \$20 fee for Certificate.

These dates as well as many others can be found in the Academic Calendar at: <http://registrar.boisestate.edu/calendars.htm>. Detailed information on Graduate regulations and policies can be found in the Graduate Catalog. Catalogs are available online at: <http://registrar.boisestate.edu/Catalogs.htm>