**Key Dates for Graduate Faculty & Students**

**Spring 2020**

**January 28**: *Add/Drop deadline*. Final deadline for dissertation defense for students seeking May 2020 degree and not registering for Spring 2020 ENG 975 (1 credit). *Students defending later in semester must register for 1-credit ENG 975*.

**February 4**: “Readers’ copies of doctoral dissertations and master’s theses for degrees in May 2020 should be submitted to the department chair by this date as well as form to graduate office.” *Please note that in practice this date is somewhat fungible rather than definitive*.

* Consult your committee for informal submission deadline for final readers’ copies to your committee members; this is typically a minimum of one month in advance of your defense.
* Once you give your readers’ their copies and all members agree you are ready to defend the thesis, you can schedule your dissertation defense. At this time, forms 2-4 should be submitted to graduate office (3 copies of form 2 and 3, one copy of 4)
* Please consult the Doctoral Dissertation handbook for formatting and forms: <https://www.stjohns.edu/sites/default/files/uploads/sjc_gr_doctoral_dissertation_handbook_revised_february_2019.pdf>

**March 16**: Last day to submit coursework for fall 2019 incomplete grades.

**April 10**: Final oral examinations (defense) for all candidates for doctoral degrees in May 2020 must be held by this date.

**April 24**: Dissertation and thesis copies due in Dean’s Office for review for May 2020 degree conferral.

**May 4**: Final copies of dissertations and theses must be submitted to the Dean’s Office for May 2018 graduation by this date. Microfilm fee to be paid at this time.

**For additional information for MA and PhD students, please consult:**

<https://www.stjohns.edu/sites/default/files/2019-12/SJC%20GR%20Doctoral%20Dissertation%20Handbook_Revised%20December%202019.pdf>

<https://www.stjohns.edu/academics/schools/st-johns-college-liberal-arts-and-sciences/about/school-forms>