

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
GRADUATE SCHOOL OF BIOMEDICAL SCIENCES
2025-2026

FALL 2024	SPRING 2025	SUMMER 2025	Graduation Deadlines
FALL OCT 24	SPRING MAR 27	SUMMER JUNE 26	FINAL DEFENSE: Deadline to defend thesis/dissertation
SEP 5	FEB 1	JUNE 3	APPROVAL TO DEFEND – Submit the Approval to Schedule Defense form to your Student Affairs Advocate. Doctoral students must have a publication accepted, in press or published prior to scheduling the defense. Refer to GSBS Catalog for additional information GSBS students will select their own Dean's Representative. The Dean's Representative must hold a primary GSBS graduate faculty appointment outside the student's concentration. Please complete the Dean's Rep section at the bottom of the Approval to Schedule Defense form that is sent to your Student Affairs Advocate.
SEP 5	FEB 1	JUNE 3	INTENTION TO GRADUATE: Last day to file the "Statement of Intention to Graduate" at the GSBS Office. Below are links for the intent form in PDF format. Statement of Intent to Graduate NOTE: A new statement must be filed for each graduation date. If you miss this deadline, you will be moved to the next graduation semester. Students in Non-Thesis option do not require a signature.
3 Week Prior to Defense	3 Weeks Prior Defense	3 Weeks Prior to Defense	DEFENSE NOTIFICATION POSTING - Students should verify that program coordinators have notified GSBS of defense date & submitted completed template.
NOV 12	FEB 1	JULY 6	STUDENT SERVICES GRADUATION APPLICATION: For August and December graduates, the graduation application may be completed any time prior to the deadline. You also need ensure your diploma mailing address is up to date in Banner. Log into WebRaider, update addresses/diploma address. https://graduationapplication.app.texastech.edu/ Go to HSC MyTech tab and under Manage My Enrollment, click the Commencement link followed by the Apply to Graduate link. REGALIA FORM: Last day to order your cap & gown for May graduation through the student services website. To order your graduation regalia for commencement, please visit the West Texas Graduation Services website at https://westtexasgrad.com/college/school-of-biomedical-science/. For any questions about your regalia order, please contact the West Texas Graduation Services office at 806-744-7737.
2 Weeks Prior to Defense	2 Weeks Prior to Defense	2 Weeks Prior to Defense	TITLE PAGE: Debbie Martinez will email a copy of your title page at least 2 weeks prior to your defense for your review. If there are no corrections to the title page, the original title page will be scanned and emailed to you for inclusion in your dissertation/thesis. A copy of the dissertation / thesis should be mailed to all committee members and the Dean's representative.

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Notified by Email	Notified by Email	Notified by Email	GRADUATION FEE: This fee covers the cost of printing your diploma. <i>This fee must be paid in the semester of graduation.</i> If you do not graduate in the intended semester, this fee must be paid again, in the semester of graduation. No portion of this fee is refundable. ETD DOCUMENT FEES: A \$50 Document (ETD) fee is paid only once at the HSC Bursar's Office for archiving your ETD. Credit cards are accepted
OCT 24	MAR 27	JUNE 26	DEFENSE DEADLINE: Last day to defend thesis/dissertation ** Be sure to take the following forms to your defense: Thesis Defense Signature Forms or Dissertation Signatures Forms Review the Suggested Guidelines for the Final Oral Examination for additional information.
OCT 31	APR 3	JULY 6	REPORTS OF FINAL DEFENSE: Deadline for: 1) Oral Defense Signature Form 2) Thesis/Dissertation Approval Form
OCT 31	APR 3	JULY 6	THESIS/DISSERTATION SUBMISSION DEADLINE: LAST DAY to submit a final committee approved PDF copy of your thesis/dissertation along with the ETD submission form to pamela.johnson@ttuhsc.edu. The GSBS Office will forward your thesis/dissertation to the TTU Library to be posted on the ETD website to be archived. Directions for completing ETD submission form Thesis/Dissertation formatting guidelines Doctoral Students only: Please complete the Doctoral Survey.
NOV 10	APR 17	JULY 10	LAST DAY TO REMOVE GRADES OF I OR PR
DEC 1	MAY 1	AUG 1	BINDING of Dissertation/Thesis: Please check with mentor and advisory committee to determine if bound copies are required. GSBS no longer requires a bound copy. If bound copies are required for mentor and/or advisory committee or for personal use, GSBS suggests http://www.thesisondemand.com, however any bindery is acceptable. NOTE: Students should order their bound copy after TTU has uploaded the final pdf version to ETD.
DEC 12	MAY 8	AUG 6	DATE ON DIPLOMAS: Students graduating in December and August should make arrangements with the registrar's office to pick up their diploma. May graduates will pick up their diploma at graduation. Dates to the left are the official graduation dates and will be printed on the diploma
	MAY 8		GSBS COMMENCEMENT CEREMONY: The Graduate School of Biomedical Sciences Commencement Ceremony will be held on this date. Information regarding times and location will be sent in month prior. Please notify us if your address changes.