



UNIVERSITY OF
SOUTH DAKOTA

Department of Political Science

Executive
Master of Public Administration
Program Handbook

2020 – 2021

EMPA Program Faculty Advisor

Lynita Newswander, Ph.D.

414 E. Clark Street

Vermillion, SD 57069

209-985-8113; lynita.newswander@usd.edu

EMPA Program Director

Ilmira P. Dulyanova, M.A., M.A.

Dakota Hall 109; 414 E. Clark Street

Vermillion, SD 57069

605-677-6405; ilmira.dulyanova@usd.edu

THE FARBER TESTAMENT

To My Students:

I believe that dedicated public service is the noblest of the professions. To enter it, whether as academic or as practitioner, is the greatest good fortune. Thus, I have sought to encourage all in my purview to share the joys and rewards of this commitment.

You who came to me with some inner flame, it has been my mission to nurture, to feed that flame, and at all costs never to kill it. With all the world's contemporary challenges, the chance to motivate, to stimulate, to kindle, remain the high calling, and ever to remind that in catastrophe there is opportunity, out of weakness can come strength. My hope has been that none of you has left my presence feeling the worse for the encounter.

The keys to a happy, acceptable, and productive life are participation, involvement and concern for others. I have hoped, by example, to inspire you to be change agents. Often your intellect, I know, has been superior to my own; only my experience has been greater and that I have tried to permit by association "to rub off on you."

To broaden one's horizons, travel, experimentation, and bold thinking must be the goals. I have sought to teach the importance of the background to know, the vision to see, the will to do. Like others before me I have often learned more from you than you from me. But always, for more than 40 years, has the joint educational venture been intensely human, exciting, and worthwhile. (May 8, 1976)

W.O. "Doc" Farber, Ph.D.
Longtime Chair & Faculty Member
Department of Political Science
University of South Dakota

Table of Contents

I.	Program Overview.....	4
II.	Program Admissions.....	4
III.	Degree Requirements	5
IV.	Transfer Credits.....	6
V.	Academic Integrity.....	7
	• Plagiarism	7
	• University Academic Integrity Philosophy	8
VI.	Academic Standing & Progress.....	8
	• Grades of C, D, or F	9
	• Academic Probation & Dismissal	9
	• Academic Probation & Dismissal Process	10
VII.	Student Rights.....	10
	• Right to Appeal Academic Decisions	10
	• Freedom in Learning	10
	• Students with Disabilities	11
	• Freedom from Discrimination	11
	• Freedom from Sexual or Other Harassment	12
	• Notice of Nondiscriminatory Policy	13
VIII.	Graduate School Policies, Timelines, & Forms.....	14
IX.	Appendix.....	16

I. Program Overview

The mission of the Executive Master of Public Administration program at the University of South Dakota is to strengthen the administrative competencies of public service professionals who are committed to leading public and nonprofit organizations with personal integrity, professional competence, constitutional principles, and respect for human dignity.

The Executive Master of Public Administration (EMPA) program is designed for seasoned public service professionals who seek to advance their understanding of administration in public and nonprofit organizations. To that end, students build the essential skills needed to provide effective leadership, communication, innovation, and change management in the public and nonprofit organizations of the twenty-first century. The program offers a curriculum rooted in core professional competencies which ensure that graduates of the EMPA program are prepared to lead and manage organizations; participate in the policy process; analyze, synthesize, think critically, solve problems and make decisions; articulate and apply a public service perspective; and communicate and interact productively with a diverse and changing workforce and citizenry.

Faculty members teaching in the EMPA program include experts in teaching and research in the fields of public policy and administration, along with highly experienced practitioner-scholars actively engaged in leadership roles within public and nonprofit organizations. Enrolled students become members of the University of South Dakota, the Department of Political Science, and the W. O. Farber Center for Civic Leadership, with opportunities to make contributions to each. The department is also home to the Government Research Bureau, which has a distinguished history of conducting applied research through application of the most modern and innovative analysis tools.

II. Program Admissions

Applicants to the EMPA program are required to demonstrate their likelihood of success as graduate students in the program. Along those lines, the program will consider the following when making admissions decisions:

- Undergraduate record and grade point average
- Professional experience (see more information below)
- Prior graduate education (if applicable)

- Letters of recommendation (3)
- Statement of purpose explaining why they have chosen to pursue graduate education through the EMPA program

Applicants for the EMPA program must have an undergraduate GPA of 3.0 or greater on a 4.0 scale. The Department also expects applicants to have at least five years of cumulative full-time professional experience in public service, including at least three years at the middle-to-upper level (documented through submission of a current resume and described in their statement of purpose). Generally, students will be fully admitted if they meet the minimum expectations for professional experience; have a strong undergraduate record; demonstrate strong communication skills and a good match of their academic and professional goals with the mission of the program; receive favorable recommendations; and meet all other minimal conditions for acceptance into the Graduate School.

Students who do not meet all of the qualifications for full admission may, in some circumstances, be granted provisional admission to the EMPA program. These students may be admitted with specific provisions outlined for them to meet in order to be granted full admission. For instance, a provisionally-admitted student may be required to maintain at least a 3.0 cumulative GPA in the first nine credit hours of graduate enrollment for full admission and continued enrollment. If the ninth credit hour occurs in a semester in which the student is taking other courses (e.g., the student takes two courses and completes his ninth and twelfth credit hours), the cumulative graduate GPA will be used to determine the status in the program. Failure to complete specified provisions will result in the student being subsequently removed from the EMPA program.

III. Degree Requirements

The curriculum of the EMPA program is built around a core set of requirements that consist of 30 credit hours.

Executive Master of Public Administration Program of Study (30 hours)		
LDR 501	Advanced Leadership Theory and Practice	3 credits
EMPA 704	Facilitation and Conflict Management	3 credits
EMPA 720 Or POLS 721	Seminar in Executive Public Administration Seminar in Public Administration	3 credits

EMPA 722 Or POLS 722	Budgetary and Fiscal Management Budgetary and Fiscal Management	3 credits
EMPA 723 Or POLS 723	Public Personnel Management Public Personnel Management	3 credits
EMPA 724 Or POLS 724	Organization and Management Organization and Management	3 credits
EMPA 733 Or POLS 733	Administrative Law and Government Or Administrative Law and Government	3 credits
EMPA 764 Or MSAS 764 Or POLS 765	Research Methods for Administrators Or Research Methods for Administrators Or Research Methods in Political Science	3 credits
EMPA 769 Or POLS 769	Administrative Thought and Ethics Or Administrative Thought and Ethics	3 credits
EMPA 786* Or MSAS 786* Or POLS 788*	EMPA Capstone Or MSAS Capstone Or Professional Report	3 credits

*Students should take EMPA 786 Capstone (or MSAS 786 or POLS 788) in their last semester of study. Completion of EMPA 722 and EMPA 764 prior to the last semester is strongly recommended.

IV. Transfer Credits

In some limited circumstances, a student may request to transfer up to 9 credit hours of well-matched coursework from accredited graduate programs in similar fields of study. However, each individual request must be approved by the Graduate Director. This includes courses completed at USD prior to admission to the EMPA program (e.g., courses completed while working on a graduate degree in the School of Law, the School of Business, or the School of Education). If the transfer credits are for elective courses, there must be a close fit of that

course to the student's specific program of study. The fit of requested transfer courses shall be considered in the context of the student's professional goals and academic interests.

Beyond the substantive fit of transfer course requests, transfer credits must be from a regionally accredited institution of higher education at the graduate level taken fewer than seven years prior to the date in which the student will complete the EMPA program (per University policy – see USD Graduate Catalog). Transfer requests made to the Graduate Director must be accompanied by an official transcript (if one is not on file with the University) and should be accompanied by both the catalog description and course syllabus for the course the student is petitioning to transfer. The student must be in good standing in the institution from which the credit is being transferred and the grade for the petitioned course must be the equivalent of “B” or better.

The Graduate Director must recommend by letter to the Dean of the Graduate School, and by signature on the student's Program of Study form (see Appendix A.7) that such credit is to be used towards the student's program of study. The student initiates this request for transfer by consulting with their EMPA Advisor, and then completing a Transfer Credit Approval form and submitting it, along with a cover letter and advisor's recommendation, to the Graduate Director (see Appendix A.11).

V. Academic Integrity

Academic integrity is a core value for the University of South Dakota, the Graduate School, the College of Arts & Sciences, and the Department of Political Science. To that end, the faculty, students, and candidates in our graduate programs are expected to uphold the highest standards of academic integrity in all of their academic work. The absence of academic integrity among faculty or students would undermine the trust and mutual respect which is essential for maintaining the mission, integrity, reputation, and rigor of the program. Therefore, as a community of scholars, we embrace the highest standards of academic integrity in all aspects of our work. Failure to uphold these standards is cause for dismissal from the EMPA program.

Plagiarism

Among other types of academic dishonesty, plagiarism is an issue which seriously threatens the integrity of academic programs. Webster's dictionary defines plagiarism as “the appropriation or imitation of the language, ideas, and thoughts of another author, and representation of them as one's original work.” Essentially, plagiarism involves taking someone else's work and

passing it off as your own. One particularly common form of plagiarism, but not the only form in the current age of electronic media, is so-called 'cut-and-paste' plagiarism. This usually involves copying and cutting the work of another author from a web site, and then pasting that work into a document which is later submitted as one's own work. In some instances, the work may be more or less modified from its original form, but such practices are always unacceptable in academic work. Students are strongly advised to never, under any circumstances, paste web content or other forms of electronic media not created by themselves into a document which they later intend to submit as their own academic work. Students found to have engaged in plagiarism – cut-and-paste or otherwise – are subject to dismissal from the EMPA program.

University Academic Integrity Philosophy

The University of South Dakota's academic integrity philosophy is described in the USD Graduate Catalog as follows:

Academic integrity is a fundamental concept underlying the educational enterprise of the University. As such, the idea of academic integrity must be embraced by all who are members of the university community and must be a guiding principle in all actions of the University. Academic integrity encompasses the values of Honesty, Trust, Fairness, Respect, and Responsibility and is the foundation for the standards of acceptable behavior that apply to all within the university community.

To this end, The University of South Dakota seeks to embrace, promote, and maintain an atmosphere of honesty and integrity that can be summed up in the following simple statement: We are committed to Honesty, Fairness, Trust, Respect, and taking Responsibility for our actions.

VI. Academic Standing and Progress

All students in the EMPA program are required to make satisfactory academic progress in order to remain in the program. In accordance with Graduate School policy, students who fail to make satisfactory academic progress will be subject to academic probation and/or dismissal. In addition to the requirement of satisfactory academic progress, graduate students must maintain a cumulative GPA of 3.0 or higher in all coursework which they complete for their program of study. In other words, students must maintain a GPA of 3.0 or higher in the courses that they take for the EMPA program, not simply their overall institutional cumulative GPA. For example, a student who has completed previous graduate coursework at USD prior to entering

the EMPA program might have an institutional cumulative GPA higher than 3.0 (which would include all of the graduate work they have completed at USD), but a cumulative GPA lower than 3.0 in their program of study for the EMPA program. In instances such as these, the cumulative GPA in the student's program of study for the EMPA program will be used to assess whether or not they have achieved satisfactory academic progress. In short, the grades that a student earns *while in the EMPA program* will be used in making decisions about their academic progress and standing.

Grades of C, D, F or W

A grade of C at the graduate level indicates unsatisfactory academic performance, and can have the effect of pulling the student's cumulative GPA below 3.0. Therefore, only two such grades of C may be applied to a student's EMPA program of study. Grades of D and F, on the other hand, are considered unacceptable grades. The receipt of a grade of D or F in a graduate course indicates a serious deficiency in the academic performance of the student for the class in which the grade was received. Students who receive grades of D or F while in the EMPA program are required to meet with their EMPA Faculty Advisor to discuss the issues surrounding their poor academic performance, and to develop a strategy for addressing those issues. Students who earn more than one unacceptable grade in the EMPA program – whether or not their cumulative GPA falls below a 3.0 – are subject to academic probation and dismissal (see below). Students who received three or more grades of W (withdrawal) in a twelve-month period will be reviewed for academic standing and may be placed on academic probation or subject to dismissal.

Academic Probation and Dismissal

According to Graduate School and EMPA program policy, students are subject to academic probation or dismissal under any of the following conditions:

1. They have earned more than one unacceptable grade in their program of study, OR
2. They have a term GPA lower than 3.0, OR
3. They have a cumulative GPA below 3.0 in their program of study (see above)

In any of these instances, the program may take any one of the following actions:

1. Place the student on academic warning with a reminder that they must maintain satisfactory academic standing and progress (Likely when a student's cumulative GPA is still 3.0 or higher)
2. Place the student on academic probation with clear criteria for continued enrollment in the program (Likely when a student's cumulative GPA is below 3.0)

3. Dismiss the student from the program (Likely when the student has had a previous term on academic probation but failed to meet the criteria established at that time for continued enrollment).

Academic Probation and Dismissal Process

The Graduate School has established the following academic probation and dismissal process for academic programs to follow in making decisions about a student's academic standing (from the 2020-2021 USD Graduate Catalog):

1. *Degree programs and the Graduate School review the academic standing of all graduate students each term, and program leaders notify students directly of academic warning, probation or dismissal.*
2. *The Graduate School is copied on all student communication.*
3. *A graduate student may be dismissed from the program at any time for failure to meet the academic performance and progress standards of the degree program or Graduate School.*
4. *The department is required to provide students a written notice of the issues and an opportunity to meet with the program head (face-to-face, teleconference, virtually) before dismissal action.*
5. *It is the policy of The Graduate School that any academic graduate department, through due process, may deny a graduate student continued enrollment in a program in accordance with department policies.*
6. *The reasons for dismissal include:*
 - a. *Academic performance that does not meet the standards of the department and The Graduate School [see above: Academic Probation and Dismissal], or*
 - b. *Conduct in violation or unfavorable of the ethical or professional standards of the degree program or discipline involved [see, for example, above: V. Academic Integrity].*

VII. Student Rights

Right to Appeal Academic Decisions

Students have the right to appeal decisions relating to their academic standing and/or progress in their program of study. These decisions include – but are not necessarily limited to – the assignment of course grades and decisions relating to academic warning, probation, and dismissal. Academic appeals are handled through the Graduate Academic Appeal Policy (see

Appendix A.2 & A.3) and/or the Student Code of Conduct Policy in the event of an allegation of misconduct (see Appendix A.4).

Freedom in Learning

Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any course of study. Students who believe that an academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should contact the dean of the college that offers the class to initiate a review of the evaluation.

Students with Disabilities

Students with disabilities are entitled to be reasonably accommodated in their academic pursuits, as well as in their access to university events, resources, and facilities. If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Director of the Office of Disability Services, (North Complex Commons, room 116; (605) 658-3745) as early as possible in the semester.

Freedom from Discrimination

Students have a right to be free from discrimination, including all violations of rights guaranteed under federal, state, or local antidiscrimination laws and regulations. According to SD Board of Regents policy 1:18, this also includes the right to be free from discrimination that “includes any allegation, other than allegations constituting sexual harassment under BOR Policy 1:17, that, because of a person’s sex, race, color, creed, religion, national origin, ancestry, citizenship, gender identity, transgender, sexual orientation, age, or disability, genetic information, veteran status or any other status that may become protected under law against discrimination, a person has been subjected to disparate treatment in terms and conditions of employment, in the delivery of educational services, programs or activities, or with respect to the participation in the activities of officially recognized organizations” (SDBOR 1:18, section 3). Furthermore, “persons who bring complaints of discrimination and persons who participate in the investigation and disposition of such complaints shall not be subject to harassment, interference, intimidation, or retaliation” (SDBOR 1:18, section 8).

Students who believe that they have been subjected to discrimination by any faculty or staff member of the university community should contact the USD Director of EEO & Chief Title IX Coordinator at equalopp@usd.edu. Students who believe that they have been subjected to

discrimination by another student in the university community should contact the USD Director of Student Rights and Responsibilities at srr@usd.edu, and Director of EEO & Chief Title IX Coordinator at equalopp@usd.edu. Students may also discuss such concerns with a trusted faculty member, who will then take responsibility for referring the matter to the Director of EEO & Chief Title IX Coordinator at equalopp@usd.edu for investigation. The full text of the SDBOR policy 1:18 outlining human rights complaint procedures can be found on the SD Board of Regents web page, and in the appendix of this handbook (see Appendix A.13). Further information regarding student rights and responsibilities is found in the Student Conduct Code, SDBOR policy 3:4, <https://www.sdbor.edu/policy/documents/3-4.pdf>.

Freedom from Sexual Harassment or Other Harassment

Students have a right to be free from harassment by any member of the University community, including harassment from faculty members, university administrators, staff, or other students. Whether it is sexual in nature – or directed at them as a result of their sex, race, color, creed, religion, national origin, ancestry, citizenship, gender identity, transgender, sexual orientation, age, or disability, genetic information, veteran status or any other status – harassment is strictly prohibited by SD Board of Regents and University policy. Allegations of harassment not constituting sexual harassment shall be handled pursuant to BOR Policy 1:18 and/or 3:4, as appropriate.

Under SDBOR policy 1:17, sexual harassment is *conduct on the basis of sex that satisfies one or more of the following*:

- 1. An employee of an institution conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or*
- 2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or*
- 3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA), the definitions of which are set forth in BOR Policy 1:17.1.*

Unfortunately, many instances of sexual harassment go unreported. This increases the likelihood that such conduct will continue to exercise its harmful consequences on the individuals who are subjected to it, as well as the University community as a whole. Students who feel that they have been subjected to any harassment – sexual or otherwise – by a faculty or staff member of the university community are encouraged to report these instances to the University's Director of EEO & Chief Title IX Coordinator at equalopp@usd.edu. Students who

believe that they have been subjected to harassment by another student in the university community should contact the Director of Student Rights and Responsibilities at srr@usd.edu, and Director of EEO & Chief Title IX Coordinator at equalopp@usd.edu. Students may also discuss such concerns with a trusted faculty member, who will then take responsibility for referring the matter to the Director of EEO & Chief Title IX Coordinator at equalopp@usd.edu for investigation. Students can find the full text of SDBOR policy 1:17 outlining USD's sexual harassment policy, and SDBOR policy 1:18 outlining human rights complaint procedures, on the SD Board of Regents web page, and in the appendix of this handbook (see Appendix A.12 & A.13).

Notice of Nondiscriminatory Policy

In accordance with the South Dakota Board of Regents Policy 1:19, the institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participation in educational, extension and other institutional services to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other institutional service, without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status or any other status that may become protected under law against discrimination. The Board reaffirms its commitment to the objectives of affirmative action, equal opportunity and non-discrimination in accordance with state and federal law. Redress for alleged violations of those laws may be pursued at law or through the procedures established by the provisions of 1:18 of this policy. For additional information, please contact the Director, Equal Opportunity and Chief Title IX Coordinator, Room 205 - Slagle, Vermillion, SD 57069. Phone: 605-658-3665 E-Mail: equalopp@usd.edu.

Admission decisions are made without regard to disabilities. All prospective students are expected to present academic credentials at or above the minimum standards for admission and meet any technical standards that may be required for admission to a specific program. If you are a prospective student with a disability and need assistance or accommodations during the admission/application process, please contact the Director of Disability Services, North Complex Commons 116, USD, Vermillion, SD 57069. Phone: 605-658-3745 Fax: 605-677-3172 E-Mail: disabilityservices@usd.edu.

Federal Law prohibits discrimination on the basis of disability (Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the Americans with Disabilities Act

Amendment Act of 2009. The University of South Dakota is committed to providing full and equal access for all persons with disabilities.

VIII. Graduate School Policies, Timelines, and Forms

All graduate students are responsible for familiarizing themselves with the various Graduate School policies and timelines found in the USD Graduate Catalog. These include course registration, withdrawal, and refund dates, as well as other policies that affect their status and progress in the program. Students may find the Graduate Catalog by going to the USD website homepage, searching “graduate catalog,” and then selecting the search result which leads to this link: <http://catalog.usd.edu/index.php>. Once at the catalog homepage, select the 2020-2021 Graduate Catalog from the drop-down menu in the upper right-hand corner.

Additional resources can be found through the USD University Portal. From the USD website homepage, select the “myUSD.” link found at the top of the page. Current students can log in to the portal with their USD username and password. The Graduate School page in the portal can be accessed by selecting “Graduate School” under the dropdown menu for the “Academics” tab at the top of the page, and then selecting “Graduate School Home” from the list of available options. The information found there includes important deadlines for submitting graduation paperwork, and various forms used by graduate students.

Students are strongly advised – both upon admission and periodically during their time in the program - to look through the policies, deadlines, information, and forms that are found at the Graduate School portal.

The appendix of this handbook includes links to some of the most commonly used forms available at the Graduate School portal. However, these links to forms are provided simply for quick reference and ease of access. The appendix is not necessarily meant to serve as a substitute for the forms and information found at the Graduate School portal. The program will make every effort to update the appendix as changes occur, but where a discrepancy exists between forms and information found in the appendix of this handbook, and forms and information found at the official Graduate School portal, students should consider the Graduate School portal to be authoritative.

In addition to the forms and policies discussed in the various sections above, Appendix also includes links to several other forms and policies. This includes the [Graduate Add/Drop Form](#) (A.5). Also included is the [Petition to Late Drop or Withdraw](#) (A.10), to be used in those rare instances when a student has documented extenuating circumstances, that occur after the official deadline to drop or withdraw, which prevents them from successfully completing a

course (as in the case, for example, of a medical emergency). Students who desire to apply for a Graduate Assistant position should submit their [Graduate Assistantship Application](#) to the Graduate School by February 15th of each year (A.9).

Furthermore, the appendix includes a link to the [Application for Degree/Program of Study](#) form (A.7) that students must submit to their Advisor and Graduate Program Director/Department Chair for signature by the established deadlines that are available in the myUSD.Portal at <https://my.usd.edu/uPortal/p/graduate-school.ctf3/max/render.uP?tab=39482-graduate-school-form> .

Finally, according to the Graduate Catalog 2020 – 2021, the [Graduation Approval Form with the Committee Chairperson](#) is to be submitted by the Graduate Program Director or Chairperson of the advisory committee until degree requirements are completed, at which time the student's committee members sign and submit the Graduation Approval form to the Graduate School.

X. Appendix

1. Graduate Student Responsibilities and Deadlines 2020 – 2021 (p. 17)
2. [Academic Appeals by Students form](#)
3. [Academic Appeals SDBOR Policy 2:9](#)
4. [Student Code of Conduct SDBOR Policy 3:4](#)
5. [Graduate Add/Drop Form](#)
6. [Admission Deferment Request for Admitted Students](#)
7. [Application for Degree/Program of Study](#) Form (required for graduation)
8. Graduation Approval Form - This form must be initiated by the department and submitted by the Chairperson (required for graduation)
9. [Graduate Assistantship Application](#) Form
10. [Petition for Late Drop/Withdrawal](#)
11. [Approval Form for Graduate Credit Transfer](#) - This form must be initiated by the student.
12. [Sexual Harassment SDBOR Policy 1:17](#)
13. [Human Rights Complaint Procedures SDBOR Policy 1:18](#)

Graduate Student Responsibilities and Deadlines 2020 – 2021

Graduate students must take responsibility to ensure that the following steps have been completed according to the deadline dates. Students should stay in close contact with his or her advisor throughout the program. Failure to fulfill any of the following requirements will delay conferring of the degree for which a student is a candidate. For updated information on graduate student responsibilities and deadlines, please visit <https://my.usd.edu/uPortal/p/graduate-school.ctf3/max/render.uP?tab=79051-graduate-student-responsibilities>

December 2020 Graduation

3/27/2020	Walk Early Form due to the Registrar's Office (subject to change)
4/15/2020	Final Program of Study/Application for Degree due in Graduate School Office (if this is already on file with the Graduate School, please disregard)
12/4/2020	Graduation Approval Form filed with the Graduate School Office
12/6/2020	Thesis/Dissertation submitted online to ProQuest
12/6/2020	Complete Survey of Earned Doctorates (Ph.D. students only)
5/8/2021	Graduate Commencement Ceremony at Sanford Coyote Sports Center - TBA
	All candidates for graduation from the preceding summer and fall are invited to spring commencement unless Walk Early Form is submitted and approved.

May 2021 Graduation

10/15/2020	Final Program of Study/Application for Degree due in Graduate School
4/30/2021	Graduation Approval Form Filed with the Graduate School
4/30/2021	Thesis/Dissertation submitted online to ProQuest
4/30/2021	Complete Survey of Earned Doctorates (Ph.D. students only)
5/8/2021	Graduate Commencement Ceremony at Sanford Coyote Sports Center - TBA

August 2021 Graduation

10/15/2020	Final Program of Study/Application for Degree due in Graduate School
3/21/2021	Walk Early Form due in Graduate School Office (subject to change)
4/30/2021	Graduation Approval Form filed with the Graduate School
4/30/2021	Thesis/Dissertation submitted online to ProQuest
4/30/2021	Complete Survey of Earned Doctorates (Ph.D. students only)
TBA	Graduate Commencement Ceremony at Sanford Coyote Sports Center - TBA
	All candidates for graduation from the preceding summer and fall are invited to spring commencement unless Walk Early Form is submitted and approved.