

## MASTER'S AND PH.D. PROGRAM DEADLINES SPRING/SUMMER/FALL

**It Is Your Responsibility to be Aware of and Comply with College Imposed Deadlines  
Published Every Semester in the Academic Calendar**

<https://www.Ccny.Cuny.Edu/Registrar/Academic-Calendar>

<b>SPRING</b> Schedule a Second Exam/Defense	January 15 <sup>th</sup> - April 15 <sup>th</sup>	Submit Exam information to Graduate Affairs <b>4 weeks</b> in advance of the scheduled date.
Change of Level Deadline	<b>February 5<sup>th</sup></b>	Submit change of levels requests from December 1 <sup>st</sup> to Feb. 5 <sup>th</sup> .
<b>Graduation Application Deadline</b>	Early February	To graduate on June 1 <sup>st</sup> you must apply for graduation. Check the College Academic Calendar.
Transfer of Credit Request	March 1 <sup>st</sup> -March 31 <sup>st</sup>	Submit request for Transfer Credit Recommendation. Processing may take 2 to 6 weeks after submission deadline.
Registration Appointments for Fall Semester	Early April	Check your CUNY-First account for your appointment day and time. Register as soon as you are eligible.
Graduate Salute	April	Check Commencement website for cap and gown orders: <a href="https://www.ccny.cuny.edu/commencement">https://www.ccny.cuny.edu/commencement</a>
Deadline to resolve Incomplete grades (INC).	Early April	<b>"INC" grades for courses taken in the previous Spring Semester convert to permanent "FIN" grade. "FIN" = "F"</b>
Deadline <b>to Schedule</b> a Second Exam or Defense	<b>April 15<sup>th</sup></b>	To graduate in June, you must submit your Final Exam information to Graduate Affairs by April 15 <sup>th</sup>
Ph.D. Deadline <b>to hold</b> a Second Exam or Defense	<b>May 15<sup>th</sup></b>	<b>To graduate in May/June, you must defend your Master's Thesis or Ph.D. Dissertation by May 15<sup>th</sup></b>
Deadline <b>to Deposit</b> a Master's Thesis of Ph.D. Dissertation	<b>May 25<sup>th</sup></b>	To Graduate on June 1 <sup>st</sup> ., you <b>must deposit</b> your Master's Thesis or Ph.D. Dissertation to the Library by May 25 <sup>th</sup>
<b>Master of Philosophy</b>	<b>May 25<sup>th</sup></b>	Deadline to request the MPhil for a June 1 <sup>st</sup> degree
Deadline for Grade Submission	End of May	Check Academic Calendar for date. Pending, Incomplete or temporary (SP) grades will delay your graduation
Commencement/Graduation Ceremony	May/June	<b>Check Spring Academic Calendar for date</b> Check your Citymail for graduation related announcements.
<b>SUMMER</b> Schedule a Second Exam/Defense	June 15 <sup>th</sup> -July 15 <sup>th</sup>	Submit Exam information to Graduate Affairs <b>4 weeks</b> in advance of the scheduled date.
Deadline for Academic Appeals for Fall Semester Registration	<b>June 25<sup>th</sup></b>	<b>Appeal a GPA hold or Dismissal.</b> Processing takes 2-6 weeks. Late appeals may not be processed on time for registration
<b>Graduation Application Deadline</b>	End of June/Early July	To graduate on September 1 <sup>st</sup> you must apply for graduation. Check the College Academic Calendar.
Deadline <b>to Schedule</b> a Summer Second Exam or Defense	<b>July 15<sup>th</sup></b>	To graduate in September, you must submit your Exam and Committee information to Graduate Affairs by July 15 <sup>th</sup>
Ph.D. Deadline <b>to hold</b> a Summer Second Exam or Defense	<b>August 15<sup>th</sup></b>	<b>To graduate on September 1<sup>st</sup> you must defend your Master's Thesis or Ph.D. Dissertation by August 15<sup>th</sup></b>
Deadline <b>to deposit</b> Master's Thesis or Ph.D. Dissertation	<b>August 25<sup>th</sup></b>	To graduate on September 1 <sup>st</sup> ., <b>you must deposit</b> your Master's Thesis or Ph.D. Dissertation by August 25 <sup>th</sup>
<b>Master of Philosophy Request</b>	<b>August 25<sup>th</sup></b>	Deadline to request the MPhil for September 1 <sup>st</sup> degree
<b>FALL</b> Change of Level Deadline	<b>September 5<sup>th</sup></b>	Submit request to change to Levels from August 1 <sup>st</sup> to Sept 5 <sup>th</sup> .
Schedule a Second Exam/Defense	Sep. 6 <sup>th</sup> -Nov. 15 <sup>th</sup>	Submit Exam information to Graduate Affairs <b>4 weeks</b> in advance of the scheduled date.
<b>Graduation Application Deadline</b>	Early October	To graduate on January 1 <sup>st</sup> you must apply for graduation. Check the College Academic Calendar.
Transfer of Credit Request	October 1 <sup>st</sup> to October 31 <sup>st</sup>	Submit request for Transfer Credit Recommendation. Processing may take 2-6 weeks after submission deadline
Registration Appointments for Spring Semester Begin	Early November	Check your CUNY-First Account for your appointment day and time. Register Early
Deadline to resolve Incomplete grades(INC)	Early November	<b>"INC" grades for courses taken in the previous Fall Semester convert to permanent "FIN" grade. "FIN" = "F"</b>
Deadline <b>to Schedule</b> a FALL Second Exam or Defense	<b>November 15<sup>th</sup></b>	To graduate in JANUARY, you must submit your Exam and Committee information to Graduate Affairs by this date
Ph.D. Deadline <b>to hold</b> a Second Exam or Defense	<b>December 15<sup>th</sup></b>	<b>To graduate on January 1<sup>st</sup> you must defend your Master's Thesis or Ph.D. Dissertation by December 15<sup>th</sup></b>
Deadline <b>to Deposit</b> a Master's Thesis of Ph.D. Dissertation	<b>December 25<sup>th</sup></b>	To graduate on January 1 <sup>st</sup> ., you <b>must deposit</b> your Master's Thesis or Ph.D. Dissertation to the Library by December 25 <sup>th</sup> .
<b>Master of Philosophy Request</b>	<b>December 25<sup>th</sup></b>	Deadline to request the MPhil for January 1 <sup>st</sup> degree
Deadline for Grade Submission	End of December	Check the Academic Calendar. Pending, incomplete or temporary (SP) grades will delay your graduation
Deadline for Academic Appeal for Spring Semester Registration	<b>January 10<sup>th</sup></b>	<b>Appeal a GPA hold or Dismissal.</b> Processing takes 2-6 weeks. Late appeals may not be processed on time for registration

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