

GRADUATE SCHOOL DEADLINES FOR SPRING 2012

Students who are planning to graduate in May must meet certain deadlines set by the Graduate School.

PLEASE NOTIFY OUR OFFICE AT ONCE BY EMAIL (GRADREG@AALAN.UA.EDU)
IF YOU WILL BE UNABLE TO MEET THE DEADLINES.

- JANUARY 19** A departmentally approved Application for Degree must be filed in the Graduate School Office by those students who anticipate graduating this spring. A \$10.00 fee is charged if you apply to graduate and graduation requirements are not met. **(Application for admission to candidacy should precede applying for degree. It is the student's responsibility to see that admission to candidacy is on file in the Graduate School Office).** Both forms may be downloaded from our website at graduate.ua.edu then click "Commencement."
- JANUARY 19** Last day of late registration or add a course
- JANUARY 27** Tentative last day for Graduate Assistants receiving UA health insurance benefits to enroll at Student Health Center for Spring 2012.
- FEBRUARY 8** Last day to remove a four-week incomplete grade.
- MARCH** Foreign language examinations. Specific dates and information pertaining to the exams may be obtained from the foreign language department concerned.
- MARCH 5** Deadline to apply for transfer of graduate credit earned at another institution and to receive official transcripts for those students graduating in May who are transferring credit. **NO EXCEPTIONS!**
- MARCH 21** Last day to drop a course. *
- MARCH 23** Last day to submit successfully defended thesis or dissertation at the ProQuest website. The thesis or dissertation includes changes suggested by the committee at the final defense; has been edited carefully; has been converted to ProQuest-submittable format (e.g. PDF); and has received final approval from advisor in that format. (See Note below.)
- APRIL 16** Last day to report results of comprehensive exams for graduating students **NOT** writing theses and dissertations.
- MAY 5** **COMMENCEMENT.** Various deadlines and information pertinent to those students completing degree requirements may be obtained at graduate.ua.edu

****If, in extraordinary circumstances, a student is permitted by the Graduate Dean to drop a course after this date, the student's academic status at the time of dropping will be noted on the record ("W" for courses passing, "F" for courses failing). This is also true for students fully withdrawing from the University after the tenth week of a semester.*

NOTE: If you are a Plan I master's candidate or a doctoral candidate please go to graduate.ua.edu. and click on "Electronic Theses & Dissertations." Follow the step-by-step instructions to electronically submit your thesis/dissertation and fill out all forms for submission.