GRADUATE SCHOOL DEADLINES
SPRING 2015

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 14  Students who anticipate graduating this May will need to log into MyBama (http://MyBama.ua.edu) and submit an online Application for Degree. (A $10.00 fee is charged if you apply to graduate and the graduation requirements are not met.)

January 14  For doctoral and Eds students, please review your transcript with your advisor/department for the candidacy requirement and to ensure that all degree requirements have been met. If your transcript does not reflect that you have been admitted to candidacy, then go online to http://graduate.ua.edu/academics/forms/index.html and fill out the Admission to Candidacy form for submission to your department/committee for approval.

January 14  Last day to register or add a course for the Spring semester.

January 14  Last date for appointment of any graduate assistantship to qualify for benefits (tuition and health insurance scholarships) for the spring semester.

January 30  Tentative final day for Graduate Assistants receiving UA health insurance benefits to enroll at the Student Health Center for Spring 2015.

February 4  Last day to remove a four-week incomplete grade.

March 4  Deadline to apply for transfer credit and receive an official transcript showing credit earned at another accredited institution (applicable only to prospective May graduates). NO EXCEPTIONS!

March 18  Last day to drop a course.

March 20  Last day to submit a 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. NO EXCEPTIONS!

March 20  All Doctor of Nursing Practice projects must be completed and approved by the Project Chair. Capstone College of Nursing will send confirmation of the approval/completion date to the Graduate School for students graduating in May. NO EXCEPTIONS!

April 10  Last day to report the results of final comprehensive examinations to the Graduate School Office for those students NOT writing a thesis or dissertation and who expect to graduate in May.

May 1-2  COMMENCEMENT

*NOTE: If you are a Plan I (thesis) master's candidate or a doctoral candidate, please go to http://graduate.ua.edu and click on “Electronic Theses & Dissertations.” Follow the step-by-step instructions to submit your thesis/dissertation electronically and fill out the “Committee Acceptance Form for Electronic Thesis or Dissertation,” and please note that this form requires all original signatures.