

GRADUATE SCHOOL DEADLINES

FALL 2016

Students who are planning to graduate in December 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**

- August 24 Students who anticipate graduating this December need to submit an online Application for Degree (via myBama/Student Tab - <http://myBama.ua.edu>). A \$10.00 fee is charged if you apply to graduate and the graduation requirements are not met.
- August 24 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.
- August 24 Last day to register or add a course for the Fall semester.
- August 24 Last date for appointment of any graduate assistantship to qualify for benefits (tuition and health insurance scholarships) for the fall semester.
- August 29 Tentative final day for Graduate Assistants receiving UA health insurance benefits to enroll at the Student Health Center for Fall 2014.
- September 14 Last day to remove a four-week incomplete grade.
- October 10 Deadline to apply for transfer credit and receive an official transcript showing credit earned at another accredited institution (applicable only to prospective December graduates). **NO EXCEPTIONS!**
- October 26 Last day to drop a course.
- October 28 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 carefully edited, has been converted to ProQuest-submittable format (e.g. PDF) and has received final approval from advisor to upload in that format. **NO EXCEPTIONS!**
- October 28 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 December. **NO EXCEPTIONS!**
- November 18 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 December.
- December 10 **COMMENCEMENT**

*NOTE: The Committee Acceptance Form for Electronic Thesis or Dissertation must be submitted to the Graduate School the same day the thesis/dissertation is submitted to ProQuest. Please go to <http://services.graduate.ua.edu/etd/> and follow the step-by-step instructions to submit your thesis/dissertation electronically. The "Committee Acceptance Form for Electronic Thesis or Dissertation" is located online at <http://graduate.ua.edu/students/forms/>.
Please note that this form requires all original signatures so you might want to take this form to the defense with you.