

GRADUATE SCHOOL DEADLINES

SPRING 2018

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 17 Students who anticipate graduating this May 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.
- January 17 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 17 Last day to register or add a course for the Spring semester.
- January 17 Last date for appointment of any graduate assistantship to qualify for benefits (tuition and health insurance scholarships) for the Spring semester.
- January 20 Tentative last day to register for and purchase the UA Student Health Insurance plan for the spring, or spring/summer semesters. Go online to <https://www.uhcsr.com.ua>.
- February 14 Last day to remove a four-week incomplete grade.
- March 5 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 23 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 to upload in that format. **NO EXCEPTIONS!**
- March 23 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!**
- March 28 Last day to drop a course.
- April 13 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 4-5 **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.