

GRADUATE SCHOOL DEADLINES

SPRING 2019

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 16 Students who anticipate graduating this May need to submit an online Application for Degree (via myBama/Student Tab - <http://myBama.ua.edu>).
- January 18 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>.
- January 16 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.
- 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!
- February 6 Last day to remove a four-week I or N grade.
- March 22 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 22 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 19 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 3-4 **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.

***Please refer to the Academic Calendar online for registration deadlines -
<https://registrar.ua.edu/academiccalendar/>**