

GRADUATE SCHOOL DEADLINES SUMMER 2021

MAY 28 Students who anticipate graduating this August need to submit an online [Application for Degree](#) (via myBama/Student Tab - <https://myBama.ua.edu>).

For doctoral and EdS students, please review your transcript with your advisor/department to insure the candidacy requirement and all degree requirements have been met. If your transcript does not reflect that you have been admitted to candidacy, please talk to your department about submitting the Admission to Candidacy form through the UA DocuSign system. Your advisor can find the form in myBama under the Employee Tab and then click on Graduate Student Forms – UA DocuSign.

For theses and dissertation, an Appointment of Committee form must be approved and on file in the Graduate School. You can log into the Graduate Academic Services (<https://gradservice.ua.edu/login/student.aspx>) to confirm/set up your committee. Your committee must be approved BEFORE you defend and submit your document.

Deadline to apply for transfer credit and receive an official transcript showing credit earned at another accredited institution (applicable only to prospective graduates).

Tentative last day to register for and purchase the UA Student Health Insurance plan for the summer semester. Go online to <https://shc.sa.ua.edu/billing/university-sponsored-health-insurance/>.

FINAL SEMESTER MINIMUM REGISTRATION CONCESSION (for Master’s Thesis/Doctoral Dissertation students only).

If you submit your defended Thesis/Dissertation by the dates below, you may take the minimum registration concession in your final semester:

DATES	DOCTORAL	MASTER
Up to May 4, 2020	0 Hours of 699	0 Hours of 599
May 5, 2021 – May 28, 2021	1 Hour of 699	0 Hours of 599
May 29, 2021 – June 25, 2021	3 Hours of 699	1 Hour of 599

***This exception is only given if the student is registered for three (3) hours of dissertation research or one (1) hour of thesis research in the Spring 2021 semester.

JUNE 25 Last day to remove a four-week I or N grade from the previously enrolled semester.

JUNE 25 Last day to upload a defended thesis or dissertation to the ProQuest website. The uploaded thesis or dissertation must be in its final form and has been converted to a ProQuest format (e.g. PDF) and has received final approval from the committee chair to upload in that format.

The “Committee Acceptance Form for Electronic Thesis or Dissertation (CAF)” is processed electronically online via the university’s DocuSign System, it must be completed and submitted by the student’s home department, access and instructions are under the Employee Tab on the department administrators’ myBama portal. It is the student’s responsibility to ensure this is completed and submitted on time – please ensure you communicate with your department to initiate and process the CAF before the submission deadline. It must not be completed until you have successfully defended your thesis or dissertation.

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 August.

THERE ARE NO EXCEPTIONS TO THE JUNE 25 DEADLINE!

July 16 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 August. An electronic copy may be sent to the Graduate School at gradreg@ua.edu by the department chair or graduate program director.

JULY 31 **COMMENCEMENT**