

# GRADUATE SCHOOL DEADLINES

## SPRING 2022

JANUARY 19

Students who anticipate graduating this May 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 fill out the Admission to Candidacy form for your department/committee approval. The Appointment of Committee form must be approved by this date. All forms can be found online at <https://graduate.ua.edu/current-students/forms-students/>.

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

Tentative last day to register for and purchase the UA Student Health Insurance plan for the spring semester or the spring and summer semesters. Go online to <https://www.uhcsr.com.ua>.

**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 December 14, 2021	0 Hours of 699	0 Hours of 599
December 15, 2021 – January 19, 2022	1 Hour of 699	0 Hours of 599
January 20, 2022 – March 25, 2022	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 Fall 2021 semester.

FEBRUARY 16

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

MARCH 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 May.

**THERE ARE NO EXCEPTIONS TO ANY OF THE MARCH 25 DEADLINE!**

APRIL 27

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. An electronic copy may be sent to the Graduate School at [gradreg@ua.edu](mailto:gradreg@ua.edu) by the department chair or graduate program director.

MAY 6-7

**COMMENCEMENT**