

# GRADUATE SCHOOL DEADLINES SPRING 2023

## JANUARY 18

Students who anticipate meeting all degree requirements for Spring graduation need to submit an online [Application for Degree](https://myBama.ua.edu) (via myBama/Student Tab - <https://myBama.ua.edu>).

Deadline for a [Request for Transfer of Graduate Credit](#) (from an outside institution). The official transcript must be on file with the Graduate School. Requests received after this date will be denied.

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

For Doctoral and EdS students, please check with your department to ensure that a Plan of Study and Candidacy have been submitted to the Graduate School. *If your transcript does not reflect that you have been admitted to candidacy*, please have your advisor complete an [Admission to Candidacy](#) form.

Thesis and Dissertation Committees must be complete and approved in [Graduate Administrative Services](#). All forms can be found online at <https://graduate.ua.edu/current-students/forms-students/>.

### FINAL SEMESTER MINIMUM 599 and 699 REGISTRATION CONCESSION\*

If you successfully upload your defended thesis or dissertation to ETD - ProQuest by the dates below *and have already met 599/699 minimum research hours required*, you may take a minimum registration concession in your final semester:

DATES	DOCTORAL	MASTER
On or before December 13, 2022	0 Hours of 699/799	0 Hours of 599
December 14, 2022 and later	1 Hour of 699/799	1 Hour of 599

## FEBRUARY 22

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

## MARCH 24

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 mandatory ‘Committee Acceptance Form for Electronic Thesis or Dissertation’ (CAF) is processed electronically via the university’s DocuSign System. It must be completed and submitted by the student’s home department. Access and instructions are found under the Employee Tab on the department administrators’ myBama page. It is the student’s responsibility to ensure this is completed and submitted on time – please check with your department to see that the CAF is initiated and processed by the submission deadline. It cannot 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 graduation candidates.

### THERE ARE NO EXCEPTIONS TO THE MARCH 24 DEADLINE

## APRIL 21

Last day to submit a Master’s Exam Form or Master’s Capstone Project Form to the Graduate School for all non-thesis Master’s Degree candidates. Faculty or staff must initiate via DocuSign. Failure to report a ‘Pass’ by this date may delay graduation.

## MAY 5-6

COMMENCEMENT – Please visit the [Commencement Website](#) for more info.