Master’s Thesis Graduation Checklist  
Spring 2017

http://graduateschool.uncc.edu/current-students/graduation

The Graduate School is located in 210 Cato Hall. The Center for Graduate Life (CGL) is located in Cone 268.

All forms should be submitted to the Graduate School unless otherwise noted. Keep copies of all forms for your records. Please contact the Graduation Desk at gradgraduation@uncc.edu if you have any questions.

Note: Some programs may enforce earlier deadlines

January 16, 2017 is the deadline to:
- Register. All students must be registered during their graduation term.

February 6, 2017 is the deadline to:
- Apply to graduate. Instructions are located on at http://graduateschool.uncc.edu/current-students/graduation.
  - Check your DegreeWorks audit to ensure you are on track to graduate

February 20, 2017 is the deadline to:

April 21, 2017 is the deadline to:
- Schedule the final defense.
- Hold a Formatting Review. Contact Aura Young in the Center for Graduate Life (CGL) to make an appointment. Review the formatting requirement manual prior to your appointment and bring your printed copy of your Thesis with you.

April 28, 2017 is the Master’s Thesis Defense deadline.

May 1, 2017 is the deadline to submit the following to the Graduate School:
- Title Page of Thesis with committee signatures (original document required).

May 8, 2017 is the deadline for the following:
- Electronic submission of Thesis to ProQuest. Students may select Traditional Publishing ($0) or Open Access Publishing PLUS ($95). Format must be approved by the CGL prior to submission. Final submission includes ACCEPTANCE by the Graduate School. Submissions are not complete until the thesis has been accepted.
- Submission and ETD Form with $45 submission & formatting fee payable by check or money order to UNC Charlotte. Be sure to check Allow Access or One-Year Secured-No Access on the Form (submit to Aura Young in the CGL).
- $55 Copyright and/or $95 Open Access Publishing PLUS fee (Both optional).

May 15, 2017 is the deadline for the following:
- All ‘in progress’ (IP) grades must be changed to permanent, final grades. Consult with your program director.

Please contact the Graduation Desk at gradgraduation@uncc.edu if you have any questions.