Master’s Thesis Graduation Checklist-Fall 2015

Please check all requirements in order to graduate. Keep copies for your records.

*Submit all forms to the Graduate School reception desk, 210 Cato Hall. The forms listed in bold font must be originals. Scans, emails, copies or faxes cannot be accepted.

September 2, 2015 is the deadline for the following:
- Registration—All students must be registered during their graduation term.
- To apply to graduate—1) Online application 2) Candidacy application 3) Plan of study. Instructions on the Graduate School website (http://graduateschool.uncc.edu/current-students/graduation)
- Petition for Topic Approval Form (If you answer ‘Yes’ to any of the three questions, an approval letter copy from the appropriate UNC Charlotte Institutional Review Committee must be attached.)

November 23, 2015 is the deadline for the following:
- Deadline to schedule defense. Please email the thesis defense date to gradgraduation@uncc.edu.
- Pre-defense formatting review deadline. Contact Anita Smith at afsmith@uncc.edu to make an appointment. See formatting requirement manual http://graduateschool.uncc.edu/current-students/graduation/thesis-and-dissertation-manual before your appointment.

December 2, 2015 is the Thesis Defense deadline

December 3, 2015 is the deadline to submit the following:
- Thesis Defense Report to the Graduate School
- Title Page with committee signatures
- ETD Signature Form

December 9, 2015 is the deadline for the following:
- Electronic submission of thesis to ProQuest (Format must be approved by CGL before you submit.)
- Submission form with $30 formatting fee payable by check or money order to UNC Charlotte.
- $55 Copyright and/or $95 Open Access publishing fee (Optional)

December 21, 2015- All ‘in progress’ IP grades need to be changed. Consult with faculty.