

# Master's Thesis Graduation Checklist

## Spring 2017



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

The Graduate School is located in 210 Cato Hall.

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

**Note: Some programs may have 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:

- Defend the proposal for the thesis. Thesis students must submit the [Proposal Defense Report](#) and the [Master's Thesis Committee Appointment Form](#).

**April 21, 2017** is the deadline to:

- Schedule the final defense.
- Hold a Formatting Review. Contact [Anita Smith](#) 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.

**April 29, 2017** is the deadline to submit the following to the Graduate School:

- [Thesis Final Defense Report](#) (**original document required**).
- 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.
- \$55 Copyright and/or \$95 Open Access Publishing PLUS fee (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.

Submit all forms to the Graduate School reception desk, 210 Cato Hall.  
Please contact the Graduation Desk at [gradgraduation@uncc.edu](mailto:gradgraduation@uncc.edu) if you have any questions.