

Master's Thesis Graduation Checklist

Fall 2016



<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

August 29, 2016 is the deadline to:

- [Register](#). All students must be registered during their graduation term.

September 19, 2016 is the deadline to:

- [Apply to graduate](#). Instructions are located on at <http://graduateschool.uncc.edu/current-students/graduation>.
 - o Check your [DegreeWorks](#) audit to ensure you are on track to graduate

October 3, 2016 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](#).

November 21, 2016 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.

December 2, 2016 is the Master's Thesis Defense deadline.

December 3, 2016 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**).

December 7, 2016 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).

December 19, 2016 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 if you have any questions.