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.
   ○ Check your DegreeWorks audit to ensure you are on track to graduate

October 3, 2016 is the deadline to:

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:
□ Title Page of Thesis with committee signatures (original document required).

December 7, 2016 is the deadline for:
□ 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.