IMPORTANT INFORMATION FOR GRADUATING STUDENTS
2019 SPRING SEMESTER

Please note the following points carefully. Refer to *The University Catalog* and consult with your major advisor for further regulations and information.

**IT IS THE STUDENT’S RESPONSIBILITY TO BE THOROUGHLY FAMILIAR WITH ALL GRADUATE SCHOOL REQUIREMENTS AND DEADLINE DATES.**

**GRADUATION**
The deadline to submit the Application for Graduation is Tuesday, January 22nd. All graduate students who are completing degree and Post-Baccalaureate or Post-Master’s Certificate requirements during the 2019 Spring Semester must submit an Application for Graduation online through [UNCGenie](https://www.unCGenie.com). In addition to completing academic requirements for the degree or certificate, **students must have their account cleared in the Cashiers and Student Accounts Office before diplomas or transcripts can be released.** Diplomas will be mailed to the address provided on the student’s Application for Graduation in mid to late June.

**SPRING 2019 DEADLINES FOR DOCTORAL CANDIDATES**

- **Tuesday, January 22**
  Deadline to submit application for all students completing degree requirements during the 2019 Spring Semester.

- **Wednesday, March 13**
  Final date for oral examination in defense of dissertation for doctoral candidates. **Final Oral Examination Schedule** form must be filed with The Graduate School two weeks prior to examination.

- **Wednesday, March 20**
  Deadline to submit online dissertation and original *signed* title and approval pages to The Graduate School for approval.

- **Thursday, May 2**
  Final date for complete clearance of spring candidates for degrees, including online submission of approved dissertation to The Graduate School (late copies will *NOT* be accepted) and **payment of fees owed the University.**

**SPRING 2019 DEADLINES FOR MASTER’S AND Ed.S. CANDIDATES**

- **Tuesday, January 22**
  Deadline to submit application for all students completing program requirements during 2019 Spring Semester.

- **Friday, February 1**
  Deadline to submit revised Plan of Study if changes made to original.

- **Tuesday, April 2**
  Deadline to submit electronic thesis to The Graduate School for approval.

- **Thursday, May 2**
  Final date for complete clearance of spring candidates for degrees, including submission of approved online thesis and original *signed* title and approval pages to The Graduate School (late copies will *NOT* be accepted) and **payment of fees owed the University.**

Master’s and Specialist candidates should check with their major department for specific dates of comprehensive examinations and oral examinations (if required).
GRADUATION FEE

The graduation fee ($35 for certificates, $70 for master's and Specialist in Education, $70 for doctorate) will be posted to your student account. After the charge has been posted to your student account, payment should be made to the Cashiers and Student Accounts Office.

REGISTRATION IN THE FINAL TERM

All graduate students must be enrolled for at least 1 credit during the semester in which they are scheduled to receive their degrees. This may include extension courses (801/802/803). For a full explanation of this policy, see The University Catalog.

PLANS OF STUDY

If changes were made to the original master's or Ed.S. Plan of Study, a revised Plan of Study must be submitted to The Graduate School by the end of the third week of classes (February 1st). A Plan of Study is also required for all certificate programs. Degree audits will not be processed until a Plan of Study has been received.

THE PREPARATION OF THESES AND DISSERTATIONS

The detailed instructions in the Guide for the Preparation of Theses and Dissertations are intended to lend a uniform appearance to theses and dissertations at The University of North Carolina at Greensboro and must be followed by all disciplines. While it is recognized that papers from divergent areas of study will exhibit differences, certain requirements of format are necessary. See the following resources available:

- Guide for the Preparation of Theses and Dissertations
- Introduction to Formatting in Microsoft Word
- Electronic Thesis and Dissertation Workshop is available each semester.

ADMISSION TO CANDIDACY IN DOCTORAL PROGRAM

Before applying for admission to candidacy, the student must have met any special conditions that may have been attached to his/her admission, completed all course work, passed the written and oral preliminary examinations, filed in The Graduate School a Dissertation Topic Approval form which has been approved by the advisory/dissertation committee, and satisfied any language and any skill requirements. The student makes formal application in The Graduate School.

INCOMPLETE GRADE(S)

An incomplete may be removed by completion of the deferred course requirements within 6 months from the last day of examinations in the term in which the course was taken. An I not removed within this time limit automatically becomes an F. No grade of I on any course, including work not required for the student’s degree program, may be carried beyond graduation. A grade of I cannot be removed with a grade of W.