



## IMPORTANT INFORMATION FOR GRADUATING STUDENTS 2024 FALL SEMESTER

Please note the following points carefully. Refer to [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, August 27th**. All graduate students who are completing degree or certificate requirements during the 2024 Fall Semester must submit an Application for Graduation online through [UNCGenie](#). 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 February.

### FALL 2024 DEADLINES FOR DOCTORAL CANDIDATES

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| <b>Tuesday, August 27</b>   | Deadline to submit application for all students completing degree requirements during the 2024 Fall Semester, 11:59 pm.   |
| <b>Friday, October 25</b>   | Final date for oral examination in defense of dissertation for doctoral candidates. <b>Final Oral Examination Schedule</b> form must be filed with The Graduate School two weeks prior to examination, 5:00 pm.                                     |
| <b>Friday, November 8</b>   | Deadline to submit online dissertation via ProQuest (11:59 pm) and original <b>signed</b> title and approval pages (5:00 pm) to The Graduate School for approval.   |
| <b>Thursday, December 5</b> | Final date for complete clearance of spring candidates for degrees, including online submission of approved dissertation to The Graduate School (late copies will <b>NOT</b> be accepted) and <b>payment of fees owed the University</b> , 5:00 pm. |

### FALL 2024 DEADLINES FOR MASTER'S CANDIDATES

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| <b>Tuesday, August 27</b>   | Deadline to submit application for all students completing program requirements during 2024 Fall Semester, 11:59 pm.  |
| <b>Friday, September 6</b>  | Deadline to submit revised Plan of Study if changes made to original, 5:00 pm.  |
| <b>Monday, November 18</b>  | Deadline to submit electronic thesis to The Graduate School via ProQuest for approval, 11:59 pm.  |
| <b>Thursday, December 5</b> | Final date for complete clearance of spring candidates for degrees, including submission of approved online thesis and original <b>signed</b> title and approval pages to The Graduate School (late copies will <b>NOT</b> be accepted) and <b>payment of fees owed the University</b> , 5:00 pm. |

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

## **GRADUATION FEE**

The non-refundable graduation fee (\$35 for certificates, \$125 for master's, \$125 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. If you end up not graduating in your original expected term, you will need to reapply for graduation. You do not have to pay the graduation fee again for the same program.

## **REGISTRATION IN THE FINAL TERM**

All graduate students must be enrolled for at least 1 hour of graduate level credit during the semester in which they are scheduled to receive their degrees and/or certificates. 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 and/or certificate Plan of Study, a revised Plan of Study must be submitted to The Graduate School <[grsenrol@uncg.edu](mailto:grsenrol@uncg.edu)> by the end of the third week of classes (September 6th). A Plan of Study is required for all degree and/or certificate programs. Degree/certificate audits will not be processed until a Plan of Study has been received.

## **THE PREPARATION OF THESES AND DISSERTATIONS**

Our detailed templates 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.

You can find our templates and other relevant information here: <https://grs.uncg.edu/enrolled/etd/>

## **ADMISSION TO CANDIDACY IN DOCTORAL PROGRAMS**

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, submitted the Dissertation Proposal Approval form, and satisfied any language and any skill requirements. The student makes formal application in The Graduate School.

## **INCOMPLETE GRADE(S)**

While 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, **if the I is not resolved prior to graduation, the student will have to delay their graduation to the next term and submit a new graduation application.** No grade of I on any course, including work not required for the student's degree program, may be carried beyond graduation. An I not removed within the 6-month time limit automatically becomes an F. A grade of I cannot be removed with a grade of W