



THE UNIVERSITY *of* NORTH CAROLINA
GREENSBORO
The Graduate School

IMPORTANT INFORMATION FOR GRADUATING STUDENTS 2007 FALL SEMESTER

Please note the following points carefully. Refer to *The Graduate School Bulletin* 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 for submitting the Application for Graduation is Monday, August 27, 2007. All graduate students who are completing degree and Post-Baccalaureate or Post-Master's Certificate requirements during the 2007 Fall Semester must submit an Application for Graduation online through *UNCGenie* or to The Graduate School in person, by mail, or by fax (336-334-4424). 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 late January.

FALL 2007 DEADLINES FOR DOCTORAL CANDIDATES

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| Monday, August 27 | Deadline for submitting application for all students completing degree requirements during the 2007 Fall Semester. |
| Friday, November 2 | 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. |
| Friday, November 16 | Deadline for submitting online dissertation and original <i>signed</i> title and approval pages to The Graduate School for approval. |
| Tuesday, December 11 | Final date for complete clearance of fall 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. |

FALL 2007 DEADLINES FOR MASTER'S AND Ed.S. CANDIDATES

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| Monday, August 27 | Deadline for submitting application for all students completing program requirements during 2007 Fall Semester. |
| Friday, September 7 | Deadline for submitting revised Plan of Study if changes made to original. |
| Monday, November 26 | Deadline for submitting electronic thesis to The Graduate School for approval. |
| Tuesday, December 11 | Final date for complete clearance of fall candidates for degrees, including submission of approved online thesis and original <i>signed</i> 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 (\$55 for master's and Specialist in Education, \$70 for combined M.S./Ed.S. in counseling, \$60 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. There is no charge for certificate candidates.

REGISTRATION IN THE FINAL TERM

Students who are completing a thesis or a dissertation must be enrolled in thesis/dissertation preparation (699/799) or thesis/dissertation extension (801/802) during the semester in which they complete their graduate work and are scheduled to receive their degree. If a master's candidate has already registered for all required hours of 699 but are continuing to work on their thesis, they will enroll in 801 (example: ART 801-Thesis Extension). Doctoral candidates who have registered for all required hours of 799 will enroll in 802 (example: ENG 802-Dissertation Extension). For a full explanation of this policy, see *The Graduate School Bulletin*.

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 (September 7). 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

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.

GUIDE FOR 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. A free *Guide* is available in The Graduate School office or on the web site (www.uncg.edu/grs).