



THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**  
*The Graduate School*

## IMPORTANT INFORMATION FOR GRADUATING STUDENTS 2008 SPRING 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 Tuesday, January 22, 2008. All graduate students who are completing degree and Post-Baccalaureate or Post-Master's Certificate requirements during the 2008 Spring 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 June.

### SPRING 2008 DEADLINES FOR DOCTORAL CANDIDATES

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|---------------------|---|
| Tuesday, January 22 | Deadline for submitting application for all students completing degree requirements during the 2008 Spring Semester.  |
| Wednesday, March 26 | 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.                                    |
| *Wednesday, April 9 | Deadline for submitting online dissertation and original <i>signed</i> title and approval pages to The Graduate School for approval. <b>*Note:</b> Deadline has changed from previously published academic calendar.                      |
| Wednesday, May 7    | 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> |

### SPRING 2008 DEADLINES FOR MASTER'S AND Ed.S. CANDIDATES

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|---------------------|---|
| Tuesday, January 22 | Deadline for submitting application for all students completing program requirements during 2008 Spring Semester.   |
| Friday, February 1  | Deadline for submitting revised Plan of Study if changes made to original.  |
| *Tuesday, April 22  | Deadline for submitting electronic thesis to The Graduate School for approval. <b>*Note:</b> Deadline has changed from previously published academic calendar.  |
| Wednesday, May 7    | Final date for complete clearance of spring 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 <b>NOT</b> be accepted) and <b>payment of fees owed the University.</b> |

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 is 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 (February 1). 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 ([grs.uncg.edu](http://grs.uncg.edu)).

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***Important Information Regarding Spring 2008 Graduation Deadlines  
From The Graduate School***