



## Fall 2017 Graduation Checklist

- The Graduate School is located in Ozark Hall 213. The thesis and dissertation office is in Ozark Hall 273.
- Apply to graduate by October 1, 2017. The application for graduation is located in your student center in UA Connect under "My Academics." The graduation fee will be added to your student account. After the deadline of October 1st, there is a \$25 late application fee for ALL students.
- Make sure all your committee forms are on file with the Graduate School. This includes advisory and thesis/dissertation committee forms.
- Review the latest Guide to Preparing Theses & Dissertations found at <http://grad.uark.edu/graduate/current-students/commencement-graduation.php>
- The Graduate School suggests that students contact their advisor or committee to determine whether they have completed all course work.
- Complete all degree requirements (comprehensive exams, incompletes, projects, etc.) no later than December 16th 2017. This does not include theses/dissertations which are due no later than December 9th.
- Schedule your thesis/dissertation defense as soon as possible to avoid delays with scheduling all committee members. We recommend defending your thesis at least TWO WEEKS prior to the submission deadline to allow enough time for required corrections. It is also strongly recommended that you defend prior to the Thanksgiving break.
- Have a preliminary copy of your thesis or dissertation checked for formatting by the Graduate School at least TWO WEEKS prior to the final submission deadline of Friday, December 8th. Further instructions can be found in the Guide to Preparing Theses & Dissertations. You should have your format checked prior to defending.
- Bring your finalized thesis/dissertation submission forms (as outlined in the Guide) with all signatures to the Graduate School no later than 4:30pm on Friday, December 8th to be eligible for Fall 2017 graduation. There are no exceptions to this deadline. Once we have all the forms, you will be given instruction on how to submit your final thesis/dissertation to us online. The electronic submission is also due by 4:30pm on the due date.
- The Fall All University Commencement Ceremony will be Saturday, December 16th. Students will be able to register to participate in the ceremony when applying to graduate in UAConnect. Further information about the ceremony and how to apply can be found on the Registrar's Office website: <http://registrar.uark.edu/>

### Remember!

Turn in all committee forms

Review the latest Guide to Theses & Dissertations

Defend a minimum of TWO WEEKS before theses and dissertations are due

Submit Record of Progress to the Graduate School no later than December 16, 2017

Transcripts with degree posting will be available 4-6 weeks after the date of graduation

Diplomas for Fall 2017 graduates will be mailed by the Registrar's Office approximately 8-10 weeks after the date of graduation

Please contact the Graduate School at 479-575-4401 for any questions

### Important Dates!

October 1  
Graduation Application Due

November 23  
Thanksgiving

December 8  
Theses & Dissertations Due

December 16  
Complete all degree requirements

December 16  
Commencement