



UNIVERSITY OF
ARKANSAS

GRADUATE SCHOOL

Spring 2016

Graduation Checklist

Remember!

Turn in all committee forms.

Review the current Guide to Theses & Dissertations.

Defend at least TWO WEEKS before theses and dissertations are due.

Submit Record of Progress to the Graduate School no later than May 16, 2016.

Transcripts with degree posting available 8-10 weeks after the date of graduation.

Diplomas for Spring 2016 graduates will be mailed by the Registrar's Office 8-10 weeks after the date of graduation.

Please contact the Graduate School and International Education at 479-575-4401 for any questions.

Important Dates

March 1
Graduation Application Due

March 21 - 25
Spring Break

May 6
Dead Day

May 14
Complete all degree requirements

May 14 Commencement

- The Graduate School is in Gearhart Hall (formerly Ozark Hall). The Graduate Student Retention and Graduation office is located in Gearhart Hall 273.
- Details on graduation requirements for certificate, thesis and non-thesis master's, specialist, and doctoral degrees are outlined on our website at <http://grad.uark.edu/dean/commencement/index.php>.
- Apply to Graduate by March 1, 2016. The Application for Graduation is located in UAConnect in your student center under My Academics. Graduation fees will be added to your student account. After the deadline of March 1st, there is a \$25 late fee for ALL students. Please be aware that you will be unable to pick up regalia for commencement until you have applied to graduate.
- Verify that all committee forms are on file with the Graduate School.
- Review the latest Guide to Theses & Dissertations found at <http://grad.uark.edu/dean/commencement>.
- Have a preliminary copy of your thesis or dissertation checked by the Graduate School at least TWO WEEKS prior to the final submission deadline of May 6, 2016. You may have your paper checked before you defend.
- Thesis and dissertation pre-checks do not require an appointment. You may bring a hard copy to GEAR 273 for an in-person check or email an electronic copy to gradtad@uark.edu. Electronic checks are only available up to one week before the submission deadline.
- The Graduate School suggests that students contact their department or committee to find out how early they need to submit their thesis or dissertation for review by their committee.
- It is recommended you defend your thesis or dissertation at least TWO WEEKS prior to the final submission deadline of May 6, 2016. It is also recommended to schedule your defense early in the semester to ensure your faculty have time to meet prior to the deadlines.
- The thesis/dissertation submission packet with all signatures must be submitted by 4:30 pm on Friday, May 6th. Theses/dissertations must also be submitted to the Graduate School electronically by 4:30 pm on Friday, May 6th. Instructions for electronic submission will be given once required forms are received.
- Complete all degree requirements (all coursework, incompletes, comprehensive exams, projects, etc.) no later than May 14, 2016 to be eligible to graduate in Spring 2016.
- Please be aware that FERPA restrictions on disclosing personally identifiable information may prevent your name from being printed in the commencement program and/or being engraved on the sidewalk. These restrictions are set by students in ISIS from the Student Center. Questions about this can be addressed by the Registrar's Office.
- Information about the Spring 2016 All University Commencement Ceremony can be found on the Registrar's Office website <http://registrar.uark.edu>.