**BIOLOGICAL SCIENCES – GRADUATE DEADLINES**

**SPRING 2024**

**JANUARY 17** Students who anticipate graduating this May need to submit an online Application for Degree (via myBama/Student Tab - https://myBama.ua.edu).

For doctoral students, please review your transcript with your advisor/department to insure the candidacy requirement and all degree requirements have been met. If your transcript does not reflect that you have been admitted to candidacy, please fill out the Admission to Candidacy form for your department/committee approval. The Appointment of Committee form must be approved by this date. All forms can be found online at https://graduate.ua.edu/current-students/forms-students/.

Deadline to apply for transfer credit and receive an official transcript showing credit earned at another accredited institution (applicable only to prospective May graduates).

Tentative last day to register for and purchase the UA Student Health Insurance plan for the spring semester or the spring and summer semesters. Go online to <https://www.uhcsr.com.ua>.

**January 17** Last day to add a course or drop a course with a grade of “W”

**FINAL SEMESTER MINIMUM REGISTRATION CONCESSION** (for Master’s Thesis/Doctoral Dissertation students only).

If you submit your defended Thesis/Dissertation by the dates below, you may take the

minimum registration concession in your final semester:

|  |  |  |
| --- | --- | --- |
| DATES | DOCTORAL | MASTER |
| On or before December 19, 2023 | 0 Hours of 699 | 0 Hours of 599 |
| December 19, 2023 and later | 1 Hour of 699 | 0 Hours of 599 |

**\*\*\*This exception is only given if the student is registered for required 599/699 hours in the previous semester.**

**March 8-17 Spring Break**

**MARCH 22** Last day to upload a defended thesis or dissertation to the ProQuest website. The uploaded thesis or dissertation must be in its final form and has been converted to a ProQuest format (e.g. PDF) and has received final approval from the committee chair to upload in that format**. THERE ARE NO EXCEPTIONS TO THIS DEADLINE!**

The Committee Acceptance Form for Electronic Thesis or Dissertation must be submitted to the Graduate School the same day the thesis/dissertation is submitted to ProQuest. Please go to http://services.graduate.ua.edu/etd/ and follow the step-by-step instructions to submit your thesis/dissertation electronically. The “Committee Acceptance Form for Electronic Thesis or Dissertation” is located online at https://graduate.ua.edu/current-students/forms-students/. Please note that this form requires all original signatures – Photocopied signatures will not be accepted.

**THERE ARE NO EXCEPTIONS TO THIS DEADLINE!**

**MARCH 25** Registration for Summer and Fall 2023 begins

**APRIL 29** Last day to report the results of final comprehensive examinations to the Graduate School Office for those students NOT writing a thesis or dissertation and who expect to graduate in May. An electronic copy may be sent to the Graduate School at gradreg@ua.edu by the department chair or graduate program director.

**April 29** Classes End

**MAY 3-5** **COMMENCEMENT**