

**Graduation Application Deadlines for December 2008 Graduation:**

Program of study – due April 25, 2008

December Graduation Application due **October 1, 2008** (on-line)

(\$66.00 fee non-refundable/non-transferable)

For PhD students being hooded at commencement Notice of completion is

due **Wednesday November 26, 2008**

Dissertations, thesis, notice of completion forms due

**Friday December 5, 2008**

You will receive an email and hard copy letter from the Graduate School listing degree completion requirements. **Immediate action may be required for:**

- Exception memos (out of status course work, repeat courses, excessive graduate special credits, transfer credit evaluations, etc.)
- Change forms to update course listings or advisory committee
- Permission to enroll past late registration to meet minimum enrollment requirements of 3 graduate credits

**Degree completion requirements for every graduating student:**

- Final grades received for all course work (all Incompletes, comp exam “X” and “NR” no grade recorded) must be recorded by **December 19, 2008**
- Final cumulative graduate grade point average must be a minimum of 3.0
- Academic standards - each graduate course must be completed with a grade of “C” or better for the credit to be acceptable toward degree.
- Notice of Completion form (thesis/dissertation title listed on this form is printed to the official transcripts)

**Non-Thesis Students:**

- Comp exam grades must be recorded no later than December 19, 2008 Including national test scores and any change of grade forms required
- Professional paper approved and grade filed (guidelines at department)

**Dissertation / Thesis students:**

- Utilize backward timeline when considering scheduling defense
- Confirm entire committee’s availability prior to applying for graduation
- Bring notice of completion and final review form to defense
- Discuss electronic or paper submission (checklist - Grad School website)
- Final manuscript due to the Graduate School December 5, 2008
- Cashier’s receipt for manuscript processing (thesis \$85 dissertation \$95)

**Exiting the University:**

- Order official transcripts make sure to indicate “when degree is posted”
- Update address via epaws diplomas are mailed (10-12 weeks for delivery)
- Commencement information from UNR homepage use the student link: <http://www.ss.unr.edu/records/grad.asp>
- Early participation “Walk through” form available at Admissions & Records
- Contact the Bookstore for cap and gown etc.

## Thesis Countdown – fall 2008

Submission checklists available at [www.unr.edu/grad/forms](http://www.unr.edu/grad/forms)  
(paper or electronic submission)

**ProQuest:**

<http://dissertations.umi.com/unr/> (electronic submission site)

The following is provided as a guide to assessing your progress as you enter the final stages of completing your degree. These guideposts should be looked at as “minimum” periods of time for allowing your advisor and committee to review your dissertation drafts. Often, much longer periods are required due to faculty schedules and availability. It is you who must accommodate your submissions to your faculty’s availability and you should determine their availability before embarking on the final stages of your degree and filing for graduation.

December 6 Saturday fall 2008 commencement ceremony Lawlor Events Center

December 5 Friday Final day to submit thesis & notice of completion to Graduate School

Nov. 26 Thesis defense (allows 1 week for corrections/changes)

Nov. 12 Submit final draft to committee (2 weeks prior to defense)

October 22 Submit final draft to advisor (3 weeks prior to submission to committee)

October 15 Schedule defense (6 weeks prior to defense)

October 1 Submit first draft to advisor (3 weeks prior to final draft submission)

October 1 Last day to apply on-line for December 2008 graduation

Sep. 10 Complete research/data collection start drafting thesis (3 weeks prior to submission of first draft to advisor)

**Questions? Contact Michael Peters 784-6934 or [peters@unr.edu](mailto:peters@unr.edu)  
or Julie Woodard 784-7025 [jwoodard@unr.edu](mailto:jwoodard@unr.edu)**

## Dissertation Countdown – fall 2008

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December 6 Saturday fall 2008 commencement ceremony Lawlor Events Center

December 5 Friday Final day to submit dissertation & notice of completion to the Graduate School

Nov. 26 Notice of completion due to the Graduate School for doctoral students being hooded at the commencement  
Nov. 26 **Latest day to hold defense** (allows 1 week for corrections)

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