

# Master's Thesis Checklist

Requirement	Description	Due Date			
		Fall 2023	Spring 2024	Summer 2024	Fall 2024
<b>Candidate Plan of Study</b>	Initiated by student after 12-15 credit hours completed, but no later than the semester of graduation. Graduate Coordinator, Major Professor and Graduate School must review. Form available at grad.uno.edu.	6/1/2023	10/1/2023	3/1/2024	6/1/2024
<b>Enrolled</b>	Students must be enrolled in their graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/14/2023	1/8/2024	6/3/2024	8/19/2024
<b>Application for Graduation</b>	File the <i>Application for Graduation</i> in WebStar. \$150 fee assessed. Deferral of graduation requires a subsequent <i>Application for Graduation</i> in WebStar for new term.	10/1/2023	3/1/2024	7/1/2024	10/1/2024
<b>Format Check</b>	Manuscripts must be uploaded to the University Thesis & Dissertation Collection in ScholarWorks at least 5 weeks before Commencement.	11/3/2023	4/4/2024	6/28/2024	11/15/2024
<b>Certification of Foreign Language/Computer Competence</b>	Not required for all degree programs; should be submitted once the requirement has been met but no later than 3 weeks before Commencement. Form available at grad.uno.edu.	11/17/2023	4/18/2024	7/5/2024	11/29/2024
<b>Final Version</b>	Committee-approved version must be uploaded to ScholarWorks at least 3 weeks before Commencement.	11/17/2023	4/18/2024	7/5/2024	11/29/2024
<b>Thesis Approval Form and Defense Deadline</b>	<i>Thesis Approval</i> form is due to the Graduate School with signatures of each committee member and the student author at least 3 weeks before Commencement. Form available at grad.uno.edu.	11/17/2023	4/18/2024	7/5/2024	11/29/2024
<b>Commencement</b>	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office.	12/8/2023	5/9/2024	N/A	12/13/2024
<b>Degree Conferral Date</b>	Official degree certification completed and diplomas issued by Registrar's office.	12/15/2023	5/17/2024	8/4/2024	12/20/2024