

Master's Thesis Checklist

Requirement	Description	Due Date		
		Fall 2022	Spring 2023	Summer 2023
Candidate Plan of Study	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	6/1/2022	10/1/2022	3/1/2023
Enrolled	Students must be enrolled in their graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/15/2022	1/23/2023	6/5/2023
Application for Graduation	File the <i>Application for Graduation</i> in WebStar. \$150 fee assessed. Applications cannot be “rolled” over from a prior term. Deferral of graduation requires a subsequent <i>Application for Graduation</i> in WebStar for new term.	10/1/2022	3/1/2023	7/1/2023
Format Check	Manuscripts must be uploaded to the University Thesis & Dissertation Collection in ScholarWorks at least 5 weeks before Commencement.	11/4/2022	4/14/2023	7/1/2023
Certification of Foreign Language/Computer Competence	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	11/18/2022	4/28/2023	7/1/2023
Final Version	The version of the manuscript that has been approved by the committee. Upload to ScholarWorks at least 3 weeks before Commencement.	11/18/2022	4/28/2023	7/7/2023
Thesis Approval Form and Defense Deadline	<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	11/18/2022	4/28/2023	7/7/2023
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office.	12/9/2022	5/19/2023	N/A
Degree Conferral Date	Official degree certification completed and diplomas issued by Registrar's office.	12/16/2022	5/26/2023	8/4/2023