

Master's Thesis Checklist

Requirement	Description	Due Date			
		Fall 2024	Spring 2025	Summer 2025	Fall 2025
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.	6/1/2024	10/1/2024	3/1/2025	6/1/2025
Enrollment	Enrollment is required during a student's graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/19/2024	1/13/2025	6/2/2025	8/18/2025
Application for Graduation	File an Application for Program Completion. Fee assessed by the end of term. Deferral of graduation requires an Application for Program Completion for new term.	10/1/2024	3/1/2025	7/1/2025	10/1/2025
Thesis Format Check	Completed manuscripts must be uploaded to ScholarWorks at least 5 weeks before conferral. (Need not be final version.)	11/15/2024	4/11/2025	6/27/2025	11/14/2025
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 conferral. Form available at grad.uno.edu.	11/29/2024	4/25/2025	7/11/2025	11/28/2025
Thesis Final Version	Final, committee-approved manuscript must be uploaded to ScholarWorks at least 3 weeks before conferral.	11/29/2024	4/25/2025	7/11/2025	11/28/2025
Thesis Approval Form	Committee approval form submitted to the Graduate School at least 3 weeks before conferral. Form available at grad.uno.edu.	11/29/2024	4/25/2025	7/11/2025	11/28/2025
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office and University Events.	12/13/2024	5/9/2025	N/A	TBD
Degree Conferral	Official degree certification completed and diplomas issued by Registrar's office.	12/20/2024	5/16/2025	8/1/2025	12/19/2025