

# Master's Thesis Checklist

| Requirement                                                  | Description                                                                                                                                                                                                                                | Due Date   |             |             |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|-------------|
|                                                              |                                                                                                                                                                                                                                            | Fall 2021  | Spring 2022 | Summer 2022 |
| <b>Candidate Plan of Study</b>                               | Initiated by student after 12-15 credit hours completed. Graduate Coordinator, Major Professor and Graduate School must review. Form available at grad.uno.edu                                                                             | 5/15/2021  | 10/1/2021   | 3/1/2022    |
| <b>Enrolled</b>                                              | Students must be enrolled in their graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.                                                                                     | 8/15/2021  | 1/25/2022   | 6/5/2022    |
| <b>Application for Graduation</b>                            | 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. | 10/1/2021  | 3/1/2022    | 7/1/2022    |
| <b>Format Check</b>                                          | Manuscripts must be uploaded to the University Thesis & Dissertation Collection in ScholarWorks at least 5 weeks before Commencement.                                                                                                      | 11/5/2021  | 4/15/2021   | 7/1/2022    |
| <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 4 weeks before Commencement. Form available at grad.uno.edu                                                                  | 11/12/2021 | 4/22/2022   | 7/1/2022    |
| <b>Final Version</b>                                         | The version of the manuscript that has been approved by the committee. Upload to ScholarWorks at least 3 weeks before Commencement.                                                                                                        | 11/19/2021 | 4/29/2022   | 7/8/2022    |
| <b>Thesis Approval Form</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                                             | 11/19/2021 | 4/29/2022   | 7/8/2022    |
| <b>Commencement</b>                                          | Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office.                                                                                                                                                               | 12/10/2021 | 5/21/2022   | N/A         |
| <b>Degree Conferral Date</b>                                 | Official degree certification completed and diplomas issued by Registrar's office.                                                                                                                                                         | 12/16/2021 | 5/27/2022   | 8/5/2022    |