UNC Charlotte Policy on Thesis/Project Deadlines

There is often confusion about when students must submit their final thesis or final project in order to graduate in a given semester. Here are the guidelines (updated in January 2013):

**Thesis Option:**

**Submission Deadline:** The last day (no exceptions) to submit your final version (after your defense and any revisions have been approved by your committee) to the Graduate School is **one (1) day before Commencement** in the semester you plan to graduate – check the academic calendar for the precise date.

**Defense Deadline:** The last day (no exceptions) to orally defend your thesis in front of your committee is **eight (8) days before Commencement** in the semester you plan to graduate – check the academic calendar for the precise date.

**Initial Formatting Consultation Deadline:** The last day (no exceptions) a rough draft may be submitted to the graduate School for checking/evaluation is **three (3) weeks before Commencement** – check the Academic Calendar for the precise date. Students should contact Anita Smith to make an appointment for the format consultation.

*Note:* Anita Smith’s office is located in the Center for Graduate Life, Cone 268. Students who are no longer living in Charlotte can make special arrangements with Anita Smith to review the format of their thesis.

**Project Option:**

**Submission Deadline:** The last day (no exceptions) to submit your final version (after your defense and any revisions have been approved by your committee) to the department is **one (1) day before Commencement** in the semester you plan to graduate – check the academic calendar for the precise date.

*Please note:* Students must request a Defense Announcement form from Rhonda French at least one week prior to defense date.

*Note:* The final submission must consist of at least **one bound hardcopy** for the department archive - give to Rhonda French. Your advisor and committee members may also request a bound hardcopy or an electronic version.

**Defense Deadline:** The last day (no exceptions) to orally defend your thesis in front of your committee is **eight (8) days before Commencement** in the semester you plan to graduate – check the academic calendar for the precise date.

**Initial Formatting Consultation Deadline:** No format consultation is needed. Work with your research advisor and committee to produce a final document with an appropriate format.