

**University of North Texas  
Graduation Calendar for Spring 2011**

**For All Students:**

Feb.18, Fri.	Last day to <b>1)</b> pay paper filing fees (if applicable) and <b>2)</b> apply for <b>Spring 2011</b> graduation <b>without</b> a \$25 late charge. All graduation forms must be submitted to the Graduate School by 5:00 p.m. on Friday in order to be considered "on time". <b>Reminder:</b> <i>Students must apply for graduation before their defense or exam!</i>
Mar.4, Fri.	Last day to <b>1)</b> pay paper filing fees (if applicable) and <b>2)</b> apply for <b>Spring 2011</b> graduation <b>with</b> a \$25 late charge. All graduation forms must be submitted to the Graduate School by 5:00 p.m. on Friday in order to be considered for this semester. <b>Reminder:</b> <i>Students must apply for graduation before their defense or exam!</i> <b>*** No Spring graduation applications will be accepted after this date! ***</b>
April 1, Fri.	Deadline for departments to 1) submit results of final comprehensive examination or project defense to the Graduate School; 2) remove grades of "I" in all prior courses required for the degree; 3) submit degree plan changes; and 4) file proof of completion of foreign language requirement (if applicable). <b>NOTE:</b> <i>Not all degrees require a comprehensive exam. Students should contact their major professor or department for scheduling or information.</i>  <b>*** The Graduation Office cannot accept any Spring 2011 materials after this date! ***</b>
May 13, Fri.	Master's Commencement Ceremony, 4:00 p.m. UNT Coliseum
May 13, Fri.	Doctoral Commencement and Hooding, 7:00 p.m. Murchison Performing Arts Center
May 14, Sat.	Undergraduate Commencement. Graduate School is closed.

**For students writing papers (dissertation/thesis):**

April 1, Fri.	Deadline for <b>Spring 2011</b> for students to submit, in the filing envelope: PDF of <b>defended</b> paper, PDF and word-processing files of abstract; and hard copy of paper and abstract. DMA performance students must also submit memo form College of Music verifying completion of recitals/CDs. <b>Last day for departments to file the results of the final defense at the Graduate School.</b> Papers <b>cannot</b> be accepted unless: <b>1)</b> signed defense form has been received; <b>2)</b> student is currently enrolled in a minimum of 3 semester hours of thesis (5950) or dissertation (6950); and <b>3)</b> ALL graduation application materials have been submitted. <b>ALL departmental corrections must be made prior to filing your paper with the Graduate School.</b> Filing envelope should contain: electronic media with 3 files (PDF of paper, PDF of abstract, word-processing file of abstract) and a clean, LOOSE-LEAF hard copy of the paper and abstract. <b>No clips, staples, or binders please</b>
May 6, Fri.	Last day for students to submit edited version of document, incorporating Reader's requested corrections, to the Graduate School for <b>Spring 2011</b> graduation. Additional time to submit corrections may be granted by the Graduate Reader under some circumstances. <b>However, in all cases, all documents must be officially reviewed and approved prior to an official transcript being released.</b>

**For Spring applicants who are unable to meet paper submission deadlines for Spring 2011:**

Applications for Spring 2011 that were not completed (i.e., thesis/dissertation not submitted) will be forwarded and reprocessed for Summer 2011. Applicants reprocessed for Summer 2011 have the option to submit defended papers by the date indicated below which may make them eligible for an exemption from thesis/dissertation enrollment for Summer 2011.	
<ul style="list-style-type: none"> <li>• <b>International Students must verify enrollment requirements relating to immigration/visa status with International Advising: Government regulations/requirements override this option!</b></li> <li>• <b>No NEW applicants for Summer 2011 graduation will be eligible for a rollover enrollment exemption!</b></li> </ul>	
May 6, Fri. (Rollover)	Last day to submit, <i>by 12 Noon</i> , electronic and hard copies of the <b>defended</b> paper and abstract, and a signed Final Defense Form at the Graduate School for Spring 2011 students whose applications were forwarded and reprocessed for <b>Summer 2011</b> graduation. After this date enrollment in 5950/6950 <b>WILL</b> be required during the Summer 2011 semester (minimum of 3 hours).  <b>THERE WILL BE NO EXTENSIONS FOR ROLLOVER FILING!!</b>

**Graduation Fees:** If you apply in person & use the hard copy application, your fees are **payable at the Student Accounting Office** on the Eagle Student Services Center ground floor **BEFORE** submitting graduation forms to the Graduate School (include a copy of receipt with application) **OR** include check (payable to UNT) if mailing hard copy forms to the Graduation Office (see address in lower left corner). Please fill in the appropriate amounts on the Registrar's Office Card (1/2 sheet) **prior to** paying fees. **If you submit your application online**, you will receive an email alerting you when fees have been posted to your account – they are due when posted, so please do not delay in remitting payment. ***The graduation office cannot accept unpaid or incomplete application materials.***

Master's degree (Non-thesis): No fee \*

Master's degree (Thesis 5950): \*, \$20 archiving, \$25 microfilming

Doctor's degree (Dissertation 6950): \*, \$20 archiving, \$25 microfilming

**\* \$25 late processing fee is applicable for all applicants after the first deadline**

### **Your application will only be accepted for processing IF:**

- Your application is complete with appropriate fees paid;
- You have a current 3.00 overall GPA; and
- A copy of an approved degree plan from your department is submitted with your hard copy application. If you apply online, please mail or drop off a copy of your plan at the Graduate School after you have reviewed it with your advisor.

**Commencement Information:** Sent by the **Registrar's Office**, 940/565-2369, three weeks prior to graduation. Doctoral Hooding information will be sent separately, also within three weeks of graduation.

**Diplomas:** Mailed approximately eight to ten weeks after graduation to "mailing" address on <https://my.unt.edu> .

**Regalia/Announcements:** Order early in the semester from the University Book Store, 940/565-2592, in the UNT Union.

**Upon Graduating:** Once your program is complete, you will not be able to register for additional classes unless you are currently active in another program, either degree or non-degree seeking.

**Policy on Students Attempting Final Course(s) at Another Institution:** Students who complete graduate work at another institution to be applied toward a UNT graduate degree must furnish a complete official transcript of transfer work to the Graduate School. No commitment can be made by UNT concerning the applicability of such work until official records have been received and evaluated. Due to the time required for receipt and evaluation of transcripts, students who are completing their last course(s) elsewhere will not graduate during the same semester, but will be processed for the NEXT graduation term.

**Format Guidelines for Document Preparation** are available on-line:

<http://tsgs.unt.edu/content/requiredformatting>. A link to the UNT Thesis Manual (applicable for all papers) is also available on this Web page. All students submitting papers are strongly encouraged to review the entire Manual. Please be sure to use the most recent version - revision date appears on all documents on this site. Please contact the Graduate Reader, Jill Kleister, at 940/565-4933 or [Jill.Kleister@unt.edu](mailto:Jill.Kleister@unt.edu) if more information is needed.

**IF YOU RELOCATE:** The Graduate School will mail your diploma and any other correspondence to the mailing address indicated in your personal data section of <https://my.unt.edu> . It is **your** responsibility to update this address if you relocate or wish to have your diploma/mail sent to an alternate address.

#### **Mailing addresses:**

##### **If using US Post Office:**

University of North Texas  
Toulouse School of Graduate Studies  
Graduation Section  
1155 Union Circle #305459  
Denton, TX 76203-5017

##### **If using UPS, FedEx, etc (non-USPS)**

University of North Texas  
Toulouse School of Graduate Studies  
Graduation Section  
1147 Union Circle, ESSC Rm. 354  
Denton, TX 76203