

# Plan I Requirements

Committees

Candidacies

Approval Forms

Thesis/Dissertations

# Committee Forms

- Graduate School website under Online Forms
- Committee forms must be completed before Candidacy paperwork can be processed.
  - Can be submitted as early as student's first semester in the program or up until Candidacy forms are submitted.
- Turnaround time:
  - Forms are processed within 2-3 business days and normally emailed back to student and department within 1 week.

# Committee Forms (continued)

- All committee members' names should be checked against the Graduate Faculty List ***before*** submission to the Graduate School.
  - Full and (some) adjunct appointments show up on the Grad Faculty List. Adhoc appointments are on an internal list – contact Lori Naramore.
- Graduate School website
  - Faculty & Program Directors → Graduate Faculty
    - Category definitions, the Appointment Form and Graduate Faculty List, which includes instructions

# Candidacy Application

- Graduate School website under Online Forms
- Candidacy forms are signed at the student's proposal.
- Candidacy forms must be processed before students can register for 699/799 research hours
- Turnaround time:
  - Forms are processed within 2-3 business days and normally emailed back to student and department within 1 week.
- IRB/IACUC approval for research involving human or animal subjects

# Candidacy – IRB and IACUC

- IRB (human subjects)
  - must have current approval form that shows student's name and protocol number.
- IACUC (animal subjects)
  - must have either a current approval that shows student's name and protocol number OR if name does not appear on approval, student can take the Research Compliance Verification (RCV) Form to the IACUC office for signature showing verification of approval.

# Candidacy Deadlines

- Deadline dates on Grad School Quicklinks
  - Master's students are required to have 1 semester of candidacy (6 credit hours of 699)
  - Doctoral students are required to have 2 semesters of candidacy (12 credit hours of 799)

## First Semester of Candidacy

Summer 2017 (14 week)

Summer 2017 (10 week)

Fall 2017

## Deadline Date

May 5, 2017

June 2, 2017

August 25, 2017

# Approval Forms

- Graduate School website under Online Forms
- Approval forms are signed at the student's final defense
- Turnaround time:
  - Students are to request Approval Forms 2 weeks before final defense.
  - Students pick up Approval Forms in the Graduate School office and return one, signed **original** form to us.
  - Common causes for delays: committee errors, no Application for Degree on file, and Holds.

# Final Defense Deadline Dates

- Students schedule final defense according to the following posted deadline dates (found on Grad School Quicklinks):

<u>Semester</u>	<u>Diploma Date</u>	<u>Deadline for Applications for Degree &amp; Cert.</u>	<u>Last Day for Final Defense</u>	<u>Deadline for Document Submission</u>
Spring 2017	April 29, 2017	Jan. 20, 2017	Mar. 31, 2017	No later than
Sum 2017	Aug. 12, 2017	May 19, 2017	July 14, 2017	10 bus. days after
Fall 2017	Dec. 16, 2017	Sept. 8, 2017	Nov. 17, 2017	after public defense



# Thesis/Dissertation Submission and Review

- Within 10 days following public defense, submit PDF of document to ProQuest.
- Graduate School looks for formatting issues that do not align with the UAB Format Manual
  - Page margins, order/margins of preliminary pages, correctness of Table of Contents, List of Tables, List of Figures.
- Turnaround time is 5-7 days (for the 1<sup>st</sup> review)

Questions?