

DEGREE COMPLETION For Graduate Students

The University of Akron-Graduate School homepage:

<http://www.uakron.edu/gradsch/>

Graduation Forms

All graduate students must complete an Advancement to Candidacy/Graduation Application form to be considered for graduation. The purpose of the form is to inform the student of his remaining requirements and to notify the Registrar of the student's intent to graduate. A student cannot graduate without having completed and submitted this form. The form only needs to be completed once. Should the student need to postpone and/or reinstate a graduation, he must notify the Registrar and the Graduate School.

The Advancement to Candidacy /Graduation Application is submitted to the student's department then to the Graduate School. A student should apply for advancement to candidacy after completion of one-half of the credits required for the degree in his or her program. A student must be fully admitted and in good standing to be advanced to candidacy.

Advancement to Candidacy /Graduation Application forms can be obtained online at the links listed below, from the academic department, or from the Graduate School office. Students must submit an Advancement to Candidacy /Graduation Application form to the departmental office by the following dates:

Advancement to Candidacy/Graduation Application

http://www.uakron.edu/gradsch/docs/ATC_masters.pdf

http://www.uakron.edu/gradsch/docs/ATC_doctoral.pdf

Due to Graduate School	Spring Graduation:	December 1
	Summer Graduation:	April 1
	Fall Graduation:	July 1

Dissertations/Theses

Students required to complete a thesis or dissertation must meet the Graduate School's formatting guidelines and deadlines. A preliminary check on or before the preliminary deadline is required for all doctoral dissertations and all master's theses. All incoming manuscripts are checked for formatting. All corrections to formatting must be made before the Dean of the Graduate School will approve the manuscript. The following web links show the deadlines and formatting guidelines:

Deadlines

<http://www.uakron.edu/gradsch/docs/deadlines.pdf>

Formatting Guidelines (revised January 2012)

<http://www.uakron.edu/gradsch/docs/gdln.pdf>

This link also includes frequently asked formatting questions, common formatting mistakes and dissertation submission checklists.

Graduate School Requirements for Doctoral Students

In addition to the academic requirements, the Graduate School has three requirements for all doctoral students: continuous enrollment, residency and foreign language proficiency. Below is a summary of these requirements. All of these can be found in the Graduate Bulletin.

Graduate Bulletin

<http://www.uakron.edu/gradsch/pdf/Gradbulletin.pdf>

Continuous Enrollment

All doctoral students must be enrolled at least 1 credit *every* Fall and Spring semester of doctoral study until graduation. Grades of NCR (no credit), PI (permanent incomplete) or AUD (audit) do not apply toward the continuous enrollment requirement.

Residency Requirement

All doctoral students must have two consecutive semesters of fulltime enrollment at some point in the doctoral study.

This may be fulfilled in the following options:

- Fall-9 credits and following Spring-9 credits
- Spring-9 credits and following Fall-9 credits
- Spring-9 credits and following Summer-6 credits
- Summer-6 credits and following Fall-9 credits

Foreign Language Requirement

There are three options to fulfill the foreign language requirement.

Plan A: Reading knowledge, with the aid of a dictionary, of two approved foreign languages. At the discretion of the major department an average of “B” in the second year of college-level courses in a language will be accepted as evidence of proficiency in reading knowledge for that language. English may be considered as one of the approved foreign languages for a student whose first language is not English; and demonstrated competence in research technique (e.g., statistics and/or computers) may be substituted for one of the two foreign languages. Under the last option, each department should define competence and publicize.

Plan B: Comprehensive knowledge of one approved foreign language, including reading without the aid of a dictionary and such additional requirements as the department may impose.

Plan C: In certain doctoral programs (counseling and guidance, elementary education, engineering, psychology, secondary education, urban studies and public affairs) the demonstration of competence in appropriate research skills may serve as a substitute for the foreign language requirements.