EVENT CHECKLIST:

\_\_ Furnish the Criminal Justice & Criminology and Registrar's office with current mailing address. (Remember to do this every time you change your address).

\_\_\_ Complete the 6 core courses (with grade of "B" or better)

\_\_\_ Review guidelines with the Graduate Coordinator for the comprehensive examination (for those in the comp track)

\_\_\_ File “Admission to Candidacy Form” (after minimum of 18 hours) –

<http://graduateschool.uncc.edu/academics/forms.html>

\_\_\_ Successfully pass the comprehensive examination (for those in the comp track)

\_\_\_ Review recent guidelines for the Thesis Committee (for those in the thesis track)

\_\_\_ Select a Chair and form Thesis Committee (for those in the thesis track)

\_\_\_ Submit “Petition for Topic Approval” form to the Graduate Coordinator (for those in the thesis track) - http://graduateschool.uncc.edu/academics/forms.html

\_\_\_ Complete “Report of Project” or “Thesis Defense” form (for those in the thesis track)

\_\_\_ Check with the Graduate Coordinator about graduation

\_\_\_ File “Application for Degree Form” the semester before you expect to Graduate -

<http://graduateschool.uncc.edu/academics/forms.html>

ADMISSION TO CANDIDACY

Upon successful completion of a minimum of 18 semester hours of graduate work, and in no case later than 2 weeks prior to the beginning of the semester in which you expect to complete all requirements for the degree, you must file for “Admission to Candidacy.” You can obtain this form from the Graduate School, the Registrar's Office, or at

<http://graduateschool.uncc.edu/academics/forms.html>

APPLICATION FOR DEGREE

All students must complete an “Application for Degree” form no later than the date specified in the UNCC Calendar: (generally, May 1st for August graduation, August 1st for December graduation, and October 1st for May graduation). You can obtain this form from the Graduate School, the Registrar's Office, or at <http://graduateschool.uncc.edu/academics/forms.html>

The application must be accompanied by the appropriate filing fees. Degrees are awarded at the commencement exercises held at both the end of the fall and spring semester. The diploma and transcript will reflect the term in which all requirements were completed.

AUDITING COURSES

With the consent of the instructor, any student eligible for admission may register for any class for audit. The application procedure and fees are the same as for classes taken for University credit.

PETITION FOR TOPIC APPROVAL FORM

This form must be signed by the student's thesis committee members and the Graduate Coordinator of the Criminal Justice & Criminology graduate program prior to the student enrolling for the thesis course (CJUS 6901). The form is available from the Graduate Coordinator and should be submitted to the Graduate School. A copy is then to be placed in the student's file.

REPORT OF EXAM, PROJECT, PROSPECTUS AND/OR THESIS

DEFENSE

A form is filed with the registrar's office when the student completes the thesis and it is signed by the student's committee members and the Graduate Coordinator. Note that the course grade sheet for the thesis course (CJUS 6901 and CJUS 6902) must also be completed, or if the student has taken an incomplete, a change of grade form must be filed. This form also must be filed when a student successfully passes the comprehensive examination or defends a prospectus.

TIME LIMIT FOR COMPLETION OF DEGREE

All work required for the master's degree, including accepted transfer credit, must be completed within a 6-year period. This period begins with the start date of the earliest course offered for the master's requirements (including courses transferred from another university) and ends 6 years later.