### **Important Graduate School Deadlines and Forms**

AEM Grad Page: http://aem.eng.ua.edu/graduate/

Academic Calendar: https://registrar.ua.edu/academiccalendar/

Graduate School Deadlines: https://graduate.ua.edu/current-students/student-deadlines/

Slate Log-in (Grad Application Review): <u>https://slate.ua.edu/manage/</u>

### **Required Forms: MS**

Student Initiated

- Request for Transfer of Graduate Credit: <u>https://graduate.ua.edu/current-students/forms-students/;</u> Individual courses only
- Committee Appointment: <u>https://graduate.ua.edu/current-students/forms-students/</u>

# Faculty/Advisor Initiated

- Plan I (Thesis) Committee Acceptance Form for Electronic Thesis: Graduate Student Forms Docusign\*
- *Plan II (Non-Thesis) Master's Capstone Project Form*: Graduate Student Forms Docusign\*; Include GPC in the flow signatures.

### **Required Forms: PhD**

# Student Initiated

- Request for Transfer of Graduate Credit: <u>https://graduate.ua.edu/current-students/forms-students/</u>; Individual courses only; Use Plan of Study form for block transfer of an MS degree.
- Committee Appointment: <u>https://graduate.ua.edu/current-students/forms-students/</u>

### Faculty/Advisor Initiated

- *Plan of Study*: Graduate Student Forms Docusign\*; Also, use this form for a block MS transfer (24 hr); list "24 Block Transfer" in the first cell of the Transfer table. This form will require input/coordination with the student.
- *Qualifying Exam Outcome Memo*: Graduate Student Forms Docusign\*; List QE committee members; Include GPC in flow of signatures.
- Doctoral Admission to Candidacy: Graduate Student Forms Docusign\*; Submit after coursework, QE and proposal are complete. This will require an accurate POS to be attached. If courses have changed since initial POS was submitted, then an updated POS needs to be submitted first.
- Committee Acceptance Form for Electronic Dissertation: Graduate Student Forms Docusign\*
- \* Graduate School Docusign forms can be found in myBama. After log-in, select the Employee tab on the left and then Graduate Student Forms – Docusign. Forms will require student CWID as well as email addresses of the committee members and the GPC. Some forms will require additional information and consultation with the student.

