HOW TO OBTAIN THE NONTHESIS MASTERS DURING THE PHD PROGRAM

Apply to the Masters Program in Biology when you are a Current PhD student: Use the online egrad system for graduate school applications. Apply for the next available semester. Summer semesters do not appear in the list, but if you wish to enter in the summer semester then your Graduate Program Coordinator can request to have this altered in the system. When entering previous institutions for transcripts, you should include your current institution UNC Charlotte. For this transcript you may upload an unofficial copy of your transcript. We will have previous GRE, Statement of Purpose, and other transcripts moved over from your original PhD application. Fill in the recommender information from this department. We will have these waived but the system will not allow you to submit without entering names. Your Graduate Program Coordinator will contact Tatanya Miller in the Graduate School for the waivers. You will need to pay the submission fee in order to submit the application. In some cases the department has internal funds to help defray this cost in cases of hardship. Contact your Graduate Program Director so that that waivers can be made and the application can be accepted.

Register:
All Students Are Required To Be Registered In The Term Of Graduation. This INCLUDES the two summer sessions. However note that GASP will not cover summer tuition. Consult With Your Department, Graduate Program Coordinator Or Advisor. In the semester of graduation from each program, be sure to meet all filing deadlines including the non-thesis Master’s Report of Comprehensive Project.

For the non-thesis Masters degree Tutorial BIOL6800 and Report of Comprehensive Project Form:
Two credit hours of this course is required for a non-thesis Masters degree. Be sure to register for this course in a section with your advisor listed as the instructor of record. If you do not see this option in the online registration system, you should contact your Graduate Program Coordinator to have the section created for you. Discuss with your advisor what the deliverables for this course will be. Typically for PhD students wishing to receive the non-thesis Masters degree, the advisor and committee have accepted the written portion of the thesis proposal as acceptable.
Submission of the form entitled Masters Degree or Certificate Report of
Comprehensive Examination, Project, or Thesis Defense is required. This form is available on the departmental website. Select Graduate Programs, Forms, Report of Qualifying Exam/Comprehensive Exam:Masters. Print the form and complete. For the non-thesis Masters degree, check the box Project or Essay Presentation which is the acceptable submission from BIOL6800. Obtain appropriate signatures. This form must be submitted by the same date as the stated Masters Program Oral Defense deadline date in the requested semester of graduation. Submit the form to Ruthie Mosier in the Office who will make a copy and send the form to the Graduate School for processing or you may hand deliver the form directly to the Graduate School if necessary to make the deadline.

Apply for Graduation:
Log into 49er Express. Select Banner Self Service, Student Services, Student Records and Online Graduation Application. Read the directions. Click “Continue” if this is the first time you have applied for graduation or “Create a New Application” if you have applied previously. After you complete all sections, remember to click the “Submit” button. The graduation fee is nonrefundable, charged one time per degree or certificate and is added to your student account. You must apply for graduation by the stated deadline in the term that you will graduate.

Complete the Candidacy Application:
Log into 49er Express. Select Banner Self Service, Student Services, Student Records and Apply for Candidacy for Graduate Students. Carefully read and follow all directions for each section. The total number of credit hours selected must be at least the minimum required for your degree or certificate (30 hours). However, please note that only 30 hours can be later transferred to credit toward the PhD degree (see next section below). So if you accidentally list 40 credit hours on the Masters Candidacy Application form, then you will lose 10 credit hours from your PhD program which could be important. After you complete all sections, click the "Print" button. Do not change the page layout or formatting in any way. Take the printed document to your department for the Graduate Program Coordinator’s approval signature, take the form to Ruthie Mosier in the departmental office who will make a copy and then submit it to the Graduate School or you may hand deliver the form directly to the Graduate School if necessary to make the deadline. Electronically submitted forms are not accepted.
For students who obtain the non-thesis Masters degree and the PhD degree, you must complete a Transfer of Credit:

Keep a copy of the printout listing the 30 credit hours and courses requested to be used for the degree. After the Masters is conferred at the end of the semester, Log into 49er Express. Select Banner Self Service, Student Services, Student Records and Transfer of Credit. Request that the 30 credit hours used for the Masters Candidacy Application be transferred to the PhD degree.

NOTE: If you will obtain both degrees in the same semester, the paperwork is the same. Fill out a separate Apply for Graduation for each program. Fill out a separate Candidacy Application for each program. Then fill out a Transfer of Credit form during the semester, NOT after.