PhD - Graduation Checklist

Please keep track of the Academic Calendar for any deadlines, as this will impact your ability to graduate in the semester you have selected.

Most of what you will need can be found on the graduate school’s checklist for graduation.

☐ DegreeWorks: Check your DegreeWorks audit and make sure to meet all degree requirements and milestones.

☐ Register: All students are REQUIRED to be registered in the term/semester of their Graduation. Graduate students who have completed all required coursework and submitted required degree milestone forms to the Graduate School may request - via Academic Petition - to enroll in special Full-Time Enrollment or Residency course options (GRAD 9800 or GRAD 9999).

☐ Appointment of Doctoral Committee: Submit the Appointment of Doctoral Dissertation or Scholarly Project Committee Form. Students cannot proceed to the proposal defense without an approved committee. You will receive a copy of the committee approval letter via your University email when your committee is approved. For more information about choosing your Graduate Faculty Representative, please visit the Graduate Faculty Representative web page.

☐ Online Graduation Application: Must be submitted to the Graduate School by the deadline indicated on the Academic Calendar. This can be completed via My Charlotte.

☐ Dissertation Proposal: Doctoral students must defend their proposal at least a full semester prior to their final term. Otherwise, there is no calendar deadline for the proposal defense. Submit the Proposal Defense Report for Dissertation promptly following the proposal defense.
  - If your research requires IRB/IACUC/IBC approval, the approval memo should be forwarded to gradschoolforms@uncc.edu once you receive it, or at the latest within one day of the final defense. Please specify "Doctoral Documents" in the email subject line.

☐ Read “The Manual of Formatting Requirements for Theses and Dissertations” - Available on the Graduate School's website.

☐ Pre-Defense Formatting Review of Dissertation: Students are highly encouraged to attend a Formatting Workshop prior to their thesis defense and final submission to ProQuest. Workshops occur approximately every two weeks and can be found on the Center for Graduate Life and Learning's calendar. There is formatting information under the Thesis and Dissertation tab. A Formatting and Submission playlist can also be found on the Center for Graduate Life and Learning's YouTube channel. Note: There is not an official formatting review requirement prior to the final submission to ProQuest.

☐ Dissertation Defense Date: Must be scheduled prior to the Defense Deadline indicated on the Academic Calendar.
☐ Submit Dissertation Defense Announcement: Please submit your dissertation defense announcement [here](#).

☐ Reserve a Room: Please contact the ECE Department if you need to reserve a room. If you reserve a room, your request must include the following: date, start and end time, number of participants in room, and any additional room requirements.

☐ Defense Report for Doctoral Dissertation or Master’s Thesis Form: Fill out the form to collect all signatures of the committee after your defense. Be sure to submit within 24 hours of Defense, no later than the deadline listed in the [Academic Calendar](#).

☐ Submit the SACS Written and Oral Reports: Available via Google Form: [SACS Google Form for Committee Members](#) Or as hard copies, if preferred:

- [SACS Learning outcomes assessment rubric for Written Reports (SACS-Rubric-WR)](#)
- [SACS Learning outcomes assessment rubric for Oral Presentation (SACS-Rubric-OP)](#)

Be sure to submit within 24 hours of Defense, no later than the deadline listed in the [Academic Calendar](#).

☐ Dissertation Title Page with Original Committee Signatures: *(at least one copy)* Submit to the Graduate School within 24 Hours after Defense, no later than the deadline listed in the [Academic Calendar](#).

☐ Thesis Approved By The Graduate School For Printing On 100% Cotton Or Acid-Free Paper. *(Optional)*

☐ Final Step: Following the successful completion of the dissertation defense, dissertations must be submitted to [ProQuest](#) no later than the published deadline, indicated both on this page as well as on the University calendar. At the time of document submission, the doctoral candidate must submit the [Doctoral Dissertation Submission & ETD Form to gradschoolforms@uncc.edu](#). Please specify Doctoral Documents in the subject line. Ph.D. students must complete the [Survey of Earned Doctorates](#). (DNPs, Ed.D.’s, and DBAs are exempt. This survey is in addition to any UNC Charlotte or departmental surveys you might be required to complete.) Payment for the required $45 submission fee and optional $75 copyright registration fee must be made through our online [Payment Portal](#). (Another option is to register your copyright yourself for only $55 at [copyright.gov](#), which you can do at any point.) Hard copies ordered through ProQuest must be paid for on ProQuest's website; otherwise, you will make no payments directly to ProQuest. Your dissertation will appear in ProQuest as well as in UNC Charlotte's institutional repository, [Niner Commons](#).

If you have any questions, please use the [FAQs](#) on the Graduate School’s website.