

# GRADUATION CHECKLIST DOCTORAL GRADUATES—FALL 2013

Name: \_\_\_\_\_ UNC Charlotte ID # 800 \_\_\_\_\_

- Qualifying Exam Report For Doctoral Candidates.
- Appointment Of Doctoral Dissertation Committee Form Has Been Submitted And Completely Processed So Your Dissertation Committee Is Officially Formed. You Received An Electronic Copy Of The Letter Via Your University Email.
- Petition For Topic Approval Form. If You Answer “Yes” To Any Of The Three Questions, A Copy Of The Approval Letter From The Appropriate UNC Charlotte Institutional Committee Must Be Attached.
- Application For Transfer Credit Form. If You Received A Master’s Degree From UNC Charlotte And You Are Using Those Courses Toward Your Doctoral Degree, You Must Transfer Those Courses From Your Master’s Program Into Your Doctoral Program.
- If You Are Transferring Courses From Another Institution, Submit An Application For Transfer Credit Form With An Official Transcript And Course Descriptions.
- Register. All Students Are Required To Be Registered In The Term Of Graduation.
- Paper Candidacy Application Due In The Graduate School Prior To The Deadline Of August 28, 2013.
- Online Graduation Application Submitted Prior To The Deadline Of August 28, 2013.
- Read “The Manual Of Formatting Requirements For Theses And Dissertations”-On The Graduate School’s Website.
- Contact Information Form Submitted To The Graduate School Prior To October 11, 2013.
- Formatting Review Of Dissertation Scheduled Prior To The Review Deadline Of October 11, 2013.
- Dissertation Defense Date Scheduled Prior To The Defense Deadline Of November 8, 2013.
- Dissertation Defense Report For Doctoral Candidates. Submit To The Graduate School Within 24 Hours After Defense, No Later Than November 11, 2013.
- Dissertation Title Page With Original Committee Signatures. Submit To The Graduate School Within 24 Hours After Defense, No Later Than November 11, 2013
- Complete Survey Of Earned Doctorates At <https://sed.norc.org/doctorate>. Print The Certificate Of Completion And Submit To The Graduate School Within 24 Hours After Defense, No Later Than November 11, 2013. (N/A For Edd)
- ETD Signature Form With Committee and Student Signatures. Submit To The Graduate School Within 24 Hours After Defense, No Later Than November 11, 2013.
- Dissertation Approved By The Graduate School For Electronic Submission.
- Your **Error Free** Dissertation Submitted Prior To The Submission Deadline Of November 15, 2013.
- \$95 Check (Payable To UNC Charlotte) If You Choose Open Access Publishing. Submit To The Graduate School Within 24 Hours After Online Submission, No Later Than November 18, 2013.  
**Choosing Open Access Publishing Is Optional.**
- \$55 Check (Payable To UNC Charlotte) If You Choose Copyright Registration. Submit To The Graduate School Within 24 Hours After Online Submission, No Later Than November 18, 2013. **Choosing Copyright Registration Is Optional.**
- All Courses With In Progress Grades Have Been Assigned Grades-Check With Your Advisor To Ensure This Happens. Must Be Completed Prior to December 4, 2013.
- All Courses In The Current Term Have Been Assigned Grades. Check With Your Advisor Or Instructor To Ensure This Happens. Must Be Completed Prior to December 4, 2013.
- All Above Requirements Are Needed To Complete Your Graduation File So You Can Be Cleared For Graduation.**
- ALL ORIGINAL FORMS MUST BE SUBMITTED TO THE RECEPTION DESK OF THE GRADUATE SCHOOL, CATO HALL 210. FORMS SENT AS SCANS, EMAILS AND FAXES ARE NOT ACCEPTED.**