
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@unc.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.