

GRADUATION CHECKLIST DOCTORAL GRADUATES—SPRING 2015

* **ALL FORMS MUST BE ORIGINAL AND SUBMITTED TO THE RECEPTION DESK OF THE GRADUATE SCHOOL, 210 CATO. FORMS SENT AS SCANS, EMAILS AND FAXES ARE NOT ACCEPTED.**

* **All Below Requirements Are Needed To Complete Your Graduation File So You Can Be Cleared For Graduation. Keep Copies Of All Documents For Your Records.**

- Qualifying Exam Report For Doctoral Candidates. N/A For DNP
- Appointment Of Doctoral Committee Form Has Been Submitted And Completely Processed So Your 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.
- 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 By Submitting An Academic Petition Requesting The Transfer.
- If You Are Transferring Courses From Another Institution, Submit An Academic Petition Requesting The Transfer And Upload Supporting Documents; Official Transcripts and Course Descriptions.
- January 16, 2015 Is the Deadline For The Following:
 - Registration-All Students Are Required To Be Registered In The Term Of Graduation.
 - Paper Candidacy Application
- January 30, 2015 Is The Deadline For The Following
 - Online Graduation Application
- Read “The Manual Of Formatting Requirements For Theses, Dissertations And Scholarly Project”-On The Graduate School’s Website.
- March 4, 2015 Is The Pre-Defense Formatting Review Deadline. Contact Anita Smith, afsmith@uncc.edu, For An Appointment.
- March 11, 2015 Is The Deadline For Defenses To Be Scheduled And Announced Through The Academic Affairs Listserv. Send Dissertation Defense Announcements To Lora Aricco, ldaricco@uncc.edu.
- April 1, 2015 Is The Dissertation And Scholarly Project Defense Deadline.
- April 2, 2015 Is the Submission Deadline For The Following:
 - Dissertation And Scholarly Project Defense Report For Doctoral Candidates
 - Dissertation Or Scholarly Project Title Page With Original Committee Signatures
 - Certificate Of Completion For the Survey Of Earned Doctorates, <https://sed.norc.org/doctorate>. N/A For EdD And DNP
 - ETD Signature Form With Original Committee And Student Signatures
- April 7, 2015 Is The Post-Defense Formatting Review Deadline. Contact Anita Smith, afsmith@uncc.edu, For An Appointment.
- Dissertation Or Scholarly Project Approved By The Graduate School For Electronic Submission.
- April 8, 2015 Is the Submission Deadline For the Following:
 - Electronic Dissertation Or Scholarly Project
 - \$25 Check Or Money Order (Payable To UNC Charlotte) For Submission and Formatting Fee
 - Dissertation/Scholarly Project Submission Form
 - \$95 Check Or Money Order (Payable To UNC Charlotte) If You Choose Open Access Publishing. **Choosing Open Access Publishing Is Optional.**
 - \$55 Check Or Money Order (Payable To UNC Charlotte) If You Choose Copyright Registration. **Choosing Copyright Registration Is Optional.**
- April 27, 2015 Is The Deadline For All Courses With In Progress Grades From Previous Terms And Courses In The Current Term To Have Grades Assigned-Check With Your Advisor Or Instructor To Ensure This Happens.