

UNC Charlotte Geography PhD Student Checklist

This checklist of the major milestones in the PhD journey is to be used as a guide for PhD in Geography students and advisors as they work together to ensure the student is on track to graduate in a timely fashion. Each milestone has a suggested timeline with notes and links to relevant forms and/or additional information.

| Requirement | Recommended Timeline | Notes | Information | <input checked="" type="checkbox"/> Finished (note date) |
|--|--|---|--|--|
| Selection of Advisor Completion of Grad School's Academic Integrity Requirement | First semester | Advisor Role - Develops student's plan of study and guides/oversees timely progress through program milestones | Link to Academic Integrity Course | <input type="checkbox"/> |
| Plan of Study | First semester Advisor and student work together to complete Plan of Study. Paper and electronic copy submitted to GPD . | Program Requirements - 51 coursework hours - 15 core & 18 elective hours - 18 dissertation hours - Expectation to complete program within 8 semesters | Link to Graduate Catalog | <input type="checkbox"/> |
| Transfer of Credit or Course Substitution | First through fourth semester | Transfer limits - Up to 9 transfer credits allowed from other graduate programs (must be at doctoral level), usually three classes - Request through Graduate Academic Petition System after consultation with Advisor | Link to Academic Petitions | <input type="checkbox"/> |
| Qualifying Exam | Fourth or Fifth semester | Qualifying Exam - Specific to each student - Scheduled by the advisor - Students may take exam twice - Failure to pass second attempt results in termination of enrollment - Electronic copy of questions & answers to GPD/Rhonda | Link to Doctoral Forms to complete Qualifying Exam Report | <input type="checkbox"/> |

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|--|--|--|--|--|
| <p>Dissertation Proposal and Admission to Candidacy</p> | <p>Fourth or Fifth semester (AFTER successful completion of qualifying exams)</p> <p>A full draft of the proposal approved by the advisor must be provided to the entire committee at least 2 weeks prior to the proposal defense date.</p> <p>A note about Dissertation Credit Hours. Do not enroll in GEOG 8901 until qualifying exams are completed. Ideally, first time enrollment in GEOG 8901 should not occur until semester of proposal defense.</p> <p>A doctoral student advances to candidacy after the student's Dissertation Committee and the Dean of the Graduate School approve the dissertation topic and proposal.</p> | <p>Proposal</p> <ul style="list-style-type: none"> - A dissertation proposal details the research topic and plan for executing the research. - Proposal must be complete and defended prior to data collection. - Dissertation Committee must be appointed prior to proposal defense. - If IRB is required, this must also be completed prior to data collection. - International fieldwork requires coordination and registration with the Office of International Programs. - The advisor and committee (not the student) determine when proposal is ready for defense. | <p>Link to Doctoral Forms for Committee Appointment and Proposal Defense Report</p> <p>Link to Human Subjects Research and IRB</p> <p>Link to Office of International Programs</p> | <p><input type="checkbox"/></p> |
| <p>Application to Graduate</p> | <p>Graduate School Deadline</p> | <p>Graduation Application Process</p> <ul style="list-style-type: none"> - Log into my.uncc.edu - Select Banner Self-Service - Student Services - Student Records - Online Graduation Application - Click "Continue" if this is the first time a graduation application has been submitted, or "Create a New Application" if one has been submitted previously | <p>Link to Graduate Clearance</p> | <p><input type="checkbox"/></p> |

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|--|--|---|--|--|
| Schedule Dissertation Defense and Submission of Dissertation Abstract | <p>Three weeks prior to defense, submit full dissertation draft to iThenticate to generate required similarity report. This report to be reviewed by student and advisor before submission of defense draft to committee.</p> <p>Two weeks prior to defense, submit defense announcement to Academic Affairs and Examination Copy of Dissertation to Committee.</p> <p>One week prior to the defense date students must request, complete and return the Defense Announcement Form from and to Rhonda French @ rfrench5@uncc.edu</p> | <p>Schedule Dissertation Defense</p> <ul style="list-style-type: none"> - Check Doctoral graduation checklist - Visit department for scheduling assistance - Email GPD and Grad Program Administrator: Defense day, time, location, dissertation chair and committee, title, and abstract - Submit information about defense to Academic Affairs for university posting | <p>Link to Doctoral Checklist</p> <p>Link to Submit Dissertation Defense Announcement</p> <p>Link to iThenticate</p> | <input type="checkbox"/> |
| Dissertation Formatting Review | Final semester | <p>Formatting Review</p> <ul style="list-style-type: none"> - Contact Center for Graduate Life for appointment (CGL) - Review Formatting Manual | <p>Link to Formatting Manual</p> | <input type="checkbox"/> |
| Dissertation Defense | Final semester | <p>Dissertation Defense</p> <ul style="list-style-type: none"> - Submit Defense Report after defense is passed (all changes made; approved by committee) - Original title page with committee signature is required | <p>Link to Doctoral Forms for Final Defense Report; Dissertation Submission and ETD Forms</p> | <input type="checkbox"/> |
| Submission of Dissertation | After successful defense | <p>Dissertation Submission</p> <ul style="list-style-type: none"> - Dissertations must be approved by the Graduate School prior to final submission. | <p>Link to Dissertation Submission Instructions</p> | <input type="checkbox"/> |