Completion Checklist: Pro Tips for the Savvy Grad

- Set a date for your defense. Your committee must have a copy of your final document at least three (3) weeks prior to your defense.

- Your defense must be held on campus, is open to the public, and must be announced on the Graduate School website at least two (2) weeks prior to the occasion.

- Are all of your committee members going to be physically present at your defense? If not you must submit a Remote Participation Form to the Graduate School well in advance.

- If you suspect that there is a reason to postpone the publishing of your work you must submit a Sequester Request Form to the Graduate School well in advance. (There are very few instances in which such a request is granted. Do NOT request a sequester in ProQuest without prior permission from Dr. Katherine Hall-Hertel.)

- Make a formatting appointment with Aura Young. Email your document ahead of time, or bring a hard copy. Notify Aura if you can’t make your appointment. Take notes during the appointment.

- Bring your Final Defense Report and a copy (or copies) of your title page to your defense. Your committee should sign them both. Make copies for your records. Take the originals to the Graduate School in Cato Hall.

- Read about copyright and Open Access options on ProQuest so that you can make an informed choice.

- Have your committee chair sign your ETD Form. Bring the ETD Form, along with a $45 check or money order made out to UNC Charlotte, to Aura in 268 Cone. If you are opting for copyright registration or Open Access Publishing you should add that to the $45. (Do NOT choose copyright registration or Open Access in ProQuest without paying UNC Charlotte first. We will definitely notice.) If you plan on having your dissertation bound you can pay for that at this time as well, but you should not print your document for binding yet- you’re still not done!

- Create your ProQuest account at secure.etdadmin.com. Upload your document. You do not need to notify anyone. Wait for notifications from ProQuest.

- Complete the Survey of Earned Doctorates (Ed.D., DNP, and MA students are exempt). Email the Certificate of Completion to Aura.

- You will probably receive an email instructing you to make further revisions. Make the revisions. Upload your revised document.

- Once you receive a “Congratulations!” email from ProQuest you are officially finished with the submission process. At this point you can print your document for binding (if you choose).

- If you are having UNC Charlotte bind copies of your document, bring your manuscripts to Aura in 268 Cone. Provide clear separation between each copy. Specify a shipping destination. Provide a check or money order for the total if you have not yet done so.