

DISSERTATION COMMITTEE AND DEFENSE PROCESS CHECKLIST

Step One: Select a Dissertation Advisor

- ☐ **Deadline:** By the time **27** credit hours have been attempted
- ☐ **Requirement:** Advisor must be a **full** member of the graduate faculty
- ☐ **All students** are required to submit for approval through the appropriate research compliance committee (IRB, IBC, IACUC). Approval is required from the appropriate research committee **prior to conducting research**. Complete the Pre-Research Checklist [[Form Link Here](#)] and submit to rescomp@ncat.edu for signature.

NOTE: ALL students completing a thesis or dissertation are required to be cleared through the Office of Research Compliance and Ethics to ensure the University's compliance with applicable laws governing research. Schedule a consultation. resomp@ncat.edu

Step Two: Form the Dissertation Committee

Deadline: Four weeks prior to scheduling Preliminary Examination

Requirements:

Committee must be composed of:

- ☐ Four members who are members of the graduate faculty (including chair/advisor)
- ☐ Three of the members must be **full** members of the graduate faculty
- ☐ Include no more than one member from another institutions, if applicable
- ☐ Approved by graduate coordinator or department chair
- ☐ Advisor/department chair submits [Report of Thesis/Dissertation Committee Composition Form](#) to the Graduate College for final approval at least three weeks prior to scheduling Preliminary Examination
- ☐ Graduate faculty representative appointed by Graduate College

Step Three: Preliminary Examination and Oral Defense of Proposal

Deadline: Four weeks prior to the proposed oral defense of proposal date

- ☐ Graduate Coordinator submits a [Request to Schedule Oral Defense of Proposal](#) form
- ☐ The results of the preliminary exam will be communicated by the department to the Graduate College using the [Oral Defense Results Form](#) within **24 hours** from the date of the exam.
- ☐ A student who has not passed the Preliminary Exam by the time he/she has attempted **45 credit hours** will be *dismissed* from the program.

Step Four: Final Oral Defense of Dissertation

Deadline: After the dissertation has been completed and approved by the dissertation committee

- ☐ Advisor submits [Request to Schedule Final Dissertation Defense Form](#) to Graduate College **four weeks** prior to the defense.
- ☐ Copies of the dissertation presented to committee no later than **one week prior** to oral defense
- ☐ Defense results are to be communicated to the Graduate College using the [Oral Defense Results Form](#)

Step Five: Submission of the Dissertation

Deadline: By the deadline posted on the [academic calendar](#)

Requirements:

- ☐ Conform to the Graduate College's formatting guidelines for dissertations (see the template/handbook on our [webpage](#))
- ☐ Major Professor (Committee Chair) submits, by email, the following documents (*must be received by the deadline posted on the academic calendar*):
 - ☐ A PDF copy of the approved version of the thesis/dissertation
 - ☐ Submit **Post Research Review Form** [[Form Link Here](#)] to rescomp@ncat.edu to receive your research clearance letter.
 - ☐ A scanned copy of the completed and signed [Thesis/Dissertation Submission Checklist](#)
- ☐ Complete the submission to the ProQuest Electronic Theses & Dissertations (ETD) system. A Non-Exclusive Distribution Agreement is part of the ProQuest submission. Instructions for this step will be provided upon receipt of the submission documents.

Step Six: Publishing the Dissertation

Deadline: After dissertation has been reviewed and approved by the Graduate College

- ☐ Final dissertation document published electronically to the ProQuest/UMI Electronic Thesis and Dissertation (ETD) Database

****Note:** Please see the thesis/dissertation website for further details regarding the dissertation completion process:

<https://www.ncat.edu/tgc/continuing-students/thesis/index.php>