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| **NC A&T SU Home Campus** | | **UNCG Home Campus** |
| [Full checklist](https://www.ncat.edu/tgc/continuing-students/thesis/diss-process-overview.pdf)[[1]](#footnote-1)  All [Graduate College forms](https://hub.ncat.edu/policies/graduate/graduate-college-forms.php) | | [Full checklist](https://catalog.uncg.edu/academic-regulations-policies/graduate-policies/#sectioniiisummaryofgraduateschoolregulationsforallcertificatesanddegreestext)  All [Graduate School regulations](https://catalog.uncg.edu/academic-regulations-policies/graduate-policies/#sectioniiisummaryofgraduateschoolregulationsforallcertificatesanddegreestext) and [forms](https://grs.uncg.edu/forms/#1554749462183-620e1510-0444) |
| **Year 1** | | |
| **Step 1:** Identify and contact a prospective **dissertation committee chair**  **Timeline:** March of the 1st year or toward the middle of the semester after which you will have compiled 18 credits | | |
| Chair must be a full member of the graduate faculty at NCAT (UNCG Faculty can be endorsed as full members) | | Chair must be endorsed by the UNCG Graduate School, which prefers that the Chair be a UNCG faculty person (there can be exceptions to this). |
| **Step 2:** Identify and contact **dissertation committee members**  **Timeline:** April of the 1st year or toward the end of the semester after which you will have compiled 18 credits | | |
| Four members who are members of the graduate faculty (including Chair), three of which must be full members of the Graduate Faculty (UNCG faculty can be endorsed as full members). You may have 1 member external to the university, e.g., from another university. If you have that situation, the Department Chair at NCAT must complete a process to approve this member.  \*Note that the NCAT Graduate College will select a 5th member who will participate in your dissertation proposal (PhD Preliminary Exam) defense as well as your final dissertation defense. | | At least three graduate faculty but no more than five. An appointment as a Courtesy Member of the Graduate Faculty must be made for any member from outside the University (see [policies](https://catalog.uncg.edu/academic-regulations-policies/graduate-policies/#sectioniiisummaryofgraduateschoolregulationsforallcertificatesanddegreestext)). The JPhD program recommends a Chair and 3 members of the committee (4 total). NCAT faculty can be endorsed by the UNCG Graduate School through a process that the department Chair must complete. |
| **Step 3:** Finalize **dissertation committee**  **Timeline:** Uponcompletion of 18 credit hours. **Update as needed if committee members change** | | |
| [Report of Dissertation Committee Composition (RDCC)](https://www.ncat.edu/tgc/continuing-students/forms/dissertation-committee-form.pdf)  Form must be signed by all committee members and JPhD Program Director or Department Chair. Your committee Chair must submit this completed form to the Graduate College. The Chair should submit this completed form to the Assistant Dean of the Graduate College.  Following the filing of this form, the Graduate College will assign a 5th committee member (member of the graduate faculty) who will serve in a monitoring role. | | [Recommendation for Doctoral Advisory/Dissertation Committee and Plan of Study](https://grs.uncg.edu/wp-content/uploads/2016/08/RECOMMENDATION-FOR-DOCTORAL-ADVISORY_DISSERTATION-COMMITTEE-AND-_PLAN-OF-STUDY.pdf)  Form must be signed by all committee members and JPhD Program Director and submitted to the Director of Enrolled Student Services at the Graduate School.  If committee composition changes, [a revision form](https://grs.uncg.edu/wp-content/uploads/2016/08/Recommendation-for-Doctoral-Advisory-Dissertation-Committee-Revision.pdf) must be completed and submitted. |
| **Step 4:** Complete **Plan of Study**  **Timeline:** Uponcompletion of 18 credit hours. | | |
| [Plan of Graduate Study form Full-time](https://hhs.uncg.edu/joint-graduate-programs-in-social-work/wp-content/uploads/sites/1027/2021/11/2022-NCAT-JPhD-Plan-of-Study-Full-time.pdf)  [Plan of Graduate Study Part-time](https://hhs.uncg.edu/joint-graduate-programs-in-social-work/wp-content/uploads/sites/1027/2021/11/2022-NCAT-JPhD-Plan-of-Study-Part-time-1.pdf)  Have your committee Chair or the Program Director submit the Plan of Study to the Assistant Dean of the Graduate College. | | [Plan of Study – PhD in Social Work](https://hhs.uncg.edu/joint-graduate-programs-in-social-work/wp-content/uploads/sites/1027/2021/11/2022-UNCG-JPhD-Plan-of-Study-Full-and-Part-time.docx)  This Plan of Study form must be attached to and submitted with the [Recommendation for Doctoral Advisory/Dissertation Committee and Plan of Study](https://grs.uncg.edu/wp-content/uploads/2016/08/RECOMMENDATION-FOR-DOCTORAL-ADVISORY_DISSERTATION-COMMITTEE-AND-_PLAN-OF-STUDY.pdf) from **Step 3**. Submit to the Director of Enrolled Student Services in the Graduate School.  If the Plan of Study is revised, please complete and submit [this form](https://grs.uncg.edu/test/wp-content/uploads/2016/08/Doctoral-Plan-of-Study-Revision.pdf). |
| **Year 2** | | |
| **Step 5:** Complete a **Portfolio**  **Timeline:** The end of the term following completion of 18 credit hours. | | |
| This is an internal JPhD Program process only | | |
| **Step 6:** Complete a **Research Statement**[[2]](#footnote-2)  **Timeline:** Before the endof 2nd year or end of term in which 33 credit hours will be achieved. | | |
| This is an internal JPhD Program process only | | |
| **Year 3** | | |
| **Step 7:** Complete the written portion of the **Comprehensive Exam**  **Timeline:** After completion of all non-dissertation coursework (33 credits) and within 45 days of receiving exam questions from your committee**.** | | |
| No form required. | [Written Exam form](https://grs.uncg.edu/wp-content/uploads/2021/09/Results-of-Doc-Prelim-Exams-Written.pdf)  Both the written and oral exam forms report the results of each portion of the exam. The Committee Chair must sign and submit the forms to the Graduate School at UNCG. | |
| **Step 8:** Complete the oral portion of the **Comprehensive Exam**  **Timeline:** Within 45 days after submitting your written exam portion. | | |
| No form required. | Complete and submit the [Oral Exam form](https://grs.uncg.edu/wp-content/uploads/2021/09/Results-of-Doc-Prelim-Exams-Oral.pdf) to the Director of Enrolled Student Services in the Graduate School. | |
| **Step 9:** Complete and defend your **Dissertation Proposal**  **Timeline:** Work on the proposal can begin after passing the Comprehensive Exam | | |
| Referred to as “PhD Preliminary Exam”. At least 4 weeks before the proposed defense date, the [Request to Schedule Oral Defense of Proposal form](https://www.ncat.edu/tgc/continuing-students/forms/schedule-oral-defense.pdf) must be signed by all committee members including the 5th member and submitted by the Graduate Program Director or NCAT Department Chair to the Graduate College. Be sure to check the PhD Preliminary Exam box on the form.  \*The 5th member must have been appointed by the Graduate College by this point. Have the dissertation Chair check on this with the Graduate College Assistant Dean.  \*If you will have your defense on zoom or another online platform, you must complete the Request to Participate in a Remote Dissertation Defense form <https://www.ncat.edu/tgc/continuing-students/forms/remote-defense-request.pdf>  Have your chair submit the form to the Assistant Dean of the Graduate College.  Upon successful defense of the PhD Preliminary Exam, the Chair and committee must complete and submit (within 24 hours) the Oral Defense Results Form <https://www.ncat.edu/tgc/continuing-students/forms/oral-defense-results-form.pdf>  The completed form will be sent to the Assistant Dean of the Graduate College.  \*Upon successful defense and readiness to schedule the final dissertation defense, complete and submit the [Final Degree Clearance Form](https://www.ncat.edu/tgc/continuing-students/forms/degreeaudit.pdf). This form must be completed in at least the semester before the final dissertation defense is scheduled. | Upon successful defense, complete and submit the [Dissertation Proposal Approval form](https://grs.uncg.edu/wp-content/uploads/2021/09/DissertationProposalApproval.pdf) which requires signatures from all committee members. Submit the completed form to the Director of Enrolled Student Services in the Graduate School.  Complete and submit the [Application for Admission to Candidacy form](https://grs.uncg.edu/test/wp-content/uploads/2016/08/Application-for-Admission-to-Candicacy-Doctoral-Candidates-Only.pdf)[[3]](#footnote-3) to be signed by student and the chair only. Submit the form to the Director of Enrolled Student Services in the Graduate School. | |
| **Step 10:** Submit an **IRB application**.  **Timeline:** Following successful defense of the Dissertation Proposal and *before* any dissertation data is collected. | | |
| Submit IRB application through [Research Compliance and Ethics](https://www.ncat.edu/research/compliance-ethics.php) BEFORE collecting any dissertation data.  If your Chair is a UNCG faculty member, they may have to complete this form ([Ramses Form](https://hhs.uncg.edu/joint-graduate-programs-in-social-work/wp-content/uploads/sites/1027/2021/11/NCAT_Ramses-registration-form.docx)) to be recognized in the IRB system at NCAT. Once completed, submit to the Business Systems Analyst in the Division of Research and Economic Development. The faculty member must have an active NCAT email address.  Upon IRB approval, student should complete the [Clearance for Graduate Research Form](https://hhs.uncg.edu/joint-graduate-programs-in-social-work/wp-content/uploads/sites/1027/2021/11/NCAT-Graduate-Clearance-Form-updated08202020.docx) and dissertation work may commence. | Submit [IRB application](https://integrity.uncg.edu/institutional-review-board/) through Cayuse system BEFORE collecting any dissertation data. Begin dissertation work following IRB approval. Evidence of IRB approval should be referenced in the dissertation. | |
| **Step 11:** Apply for **Graduation** at your home campus.  **Timeline:** Semester before (NC A&T) or start of the semester (UNCG) of your final dissertation defense. | | |
| Deadline for Fall 2023 graduation: **April 24, 2023**  Deadline for Spring 2024 graduation: **January 12, 2024**  Students should use [Aggie Access to apply online](https://ssbprod-ncat.uncecs.edu/pls/NCATPROD/twbkwbis.P_WWWLogin). | Deadline for Fall 2023 graduation: **August 22, 2023**  Deadline for Spring 2024 graduation: **January 15, 2024**  Students should use [Spartan Central to apply online](https://spartancentral.uncg.edu/graduation/apply-for-graduation/). | |
| **Step 12:** Complete **written dissertation** work and **schedule oral defense by the deadline for the semester in which you wish to graduate.**  **Timeline:** Following IRB approval of the research protocol reflected in the approved dissertation proposal. | | |
| Defense deadline for Fall 2023 graduation: **October 20, 2023** (filing deadline: **October 23, 2023**)  Defense deadline for Spring 2024 graduation: **March 22, 2024** (filing deadline: **March 25, 2024**)  At least 4 weeks before the scheduled oral defense of the final dissertation you must complete the Request to Schedule an Oral Defense form <https://www.ncat.edu/tgc/continuing-students/forms/schedule-oral-defense.pdf> checking the dissertation defense box. This must be submitted by the Program Director or Department Chair and approved by the Graduate College before you can compete your defense. Submit the form to the Assistant Dean of the Graduate College.  \*If you will have your defense on zoom or another online platform, you must complete the Request to Participate in a Remote Dissertation Defense form <https://www.ncat.edu/tgc/continuing-students/forms/remote-defense-request.pdf>  Submit the form to the Assistant Dean of the Graduate College. | Defense deadline for Fall 2023 graduation: **October 20, 2023** (filing deadline: **November 3, 2023**)  Defense deadline for Spring 2024 graduation: **March 13, 2024** (filing deadline: **March 20, 2024**)  Schedule oral dissertation defense. Complete [this form](https://grs.uncg.edu/wp-content/uploads/2016/08/Final-Oral-Examination-Schedule.pdf) to be signed by your dissertation chair. The Chair submits the form to the Director of Enrolled Student Services in the Graduate School. | |
| **Step 13:** Complete and defend your **dissertation.**  **Timeline:** After scheduling the oral defense. | | |
| Upon successful defense of the dissertation, the [Results of Thesis/Dissertation Oral Defense](https://www.ncat.edu/tgc/continuing-students/forms/oral-defense-results-form.pdf) must be completed, signed by all committee members, and submitted within 24 hours of the defense by the deadline indicated above. | Submit the [Results of Oral Examination in Defense of](https://grs.uncg.edu/wp-content/uploads/2017/07/oralexam.pdf)  [Thesis/Dissertation form](https://grs.uncg.edu/wp-content/uploads/2017/07/oralexam.pdf) to be signed by your dissertation chair and submitted to the Director of Enrolled Student Services in the Graduate School by the deadline indicated above. | |

1. Note that the dissertation proposal is called *PhD Preliminary Exam* at NCAT [↑](#footnote-ref-1)
2. In the Research Statement, you describe your dissertation topic and review and synthesize related literature. Your committee will use the Research Statement to write Comprehensive Exam questions. [↑](#footnote-ref-2)
3. This triggers the audit to ensure the student meets the requirements for candidacy [↑](#footnote-ref-3)