

## 3.24 Schedule of Required Documents

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### Required Forms/Actions <sup>1</sup>

#### Complete, official transcripts from universities and colleges attended, including degrees and dates awarded

**When Required:** Before the beginning of the first semester of enrollment

**Who Initiates:** Student is responsible for providing official transcripts to the Graduate School.

#### Patent Agreement

**When Required:** Before the end of the first semester of enrollment

**Who Initiates:** Initiated by student online via Student Self-Services in *MyPack Portal*.

#### Appointment of Advisory Committee and submission of Plan of Work

**When Required:** During second semester or earlier

**Who Initiates:** Initiated by student with Advisor and Committee. Approved and submitted to the Graduate School by the DGP (doctoral students only)

#### Assignment of Graduate School Representative, if required (doctoral students only)

**When Required:** After Plan of Graduate Work has been approved by Graduate School

**Who Initiates:** Appointed by the Graduate School

#### Request to Schedule the Preliminary Oral Examination (<http://www.ncsu.edu/grad/faculty-and-staff/forms-list.html>) (doctoral students only)

**When Required:** After written preliminary exams have been passed, but no later than one semester prior to final oral exam. Request must be received in Graduate School at least 2 weeks prior to proposed exam date.

**Who Initiates:** Initiated by student and submitted to the Graduate School by the DGP

#### Report on Outcome of Preliminary Oral Examination (doctoral students only)

**When Required:** Immediately after oral examination is completed

**Who Initiates:** Submitted to the Graduate School by the DGP within 5 working days of exam

#### Application to Graduate (replaces old Diploma Order Request card)

**When Required:** **Thesis Students** – when Final Oral Exam is Scheduled but no later than the Apply to Graduate Deadline

**Who Initiates:** Initiated by student online via *MyPack Portal*, by navigating to *Student Self Services, Degree Progress/Graduation, Apply for Graduation*

#### Request to Schedule the Final Oral Examination (<http://www.ncsu.edu/grad/faculty-and-staff/forms-list.html>) (doctoral students only)

**When Required:** Must be received in Graduate School at least 2 weeks prior to proposed exam date (see right), and no earlier than 4 calendar months after successful completion of preliminary exam

**Who Initiates:** Initiated by student and submitted to the Graduate School by the DGP.

Student must also apply to graduate at the same time via *MyPack Portal*.

#### Request for a Permit to Schedule the Master's Oral Examination (<http://www.ncsu.edu/grad/faculty-and-staff/forms-list.html>) (master's students only)

**When Required:** Must be received in the Graduate School at least 10 working days before the examination is scheduled

**Who Initiates:** Initiated by student and submitted to the Graduate School by DGP.

Student must also apply to graduate at the same time via *MyPack Portal*.

#### Report on Outcome of Final Oral Examination (<http://www.ncsu.edu/grad/faculty-and-staff/forms-list.html>) (master's or doctoral)

**When Required:** Immediately after final oral exam

**Who Initiates:** Submitted to the Graduate School by the DGP

#### Draft submission of thesis or dissertation to Graduate School for thesis review

**When Required:** Immediately after final examination is successfully completed (**within 24 hours of receiving an unconditional pass**). This must be completed by the graduation deadline for the semester as noted in the Graduate School Calendar (<http://www.ncsu.edu/grad/faculty-and-staff/calendars.html>).

**Who Initiates:** Student must electronically submit the draft PDF file to the Thesis Editor via the ETD submission system for the thesis review.

## **Final submission of thesis or dissertation to Graduate School for Graduate School acceptance**

**When Required:** Final error free file must be submitted before the deadline for the semester as noted in the Graduate School Calendar (<http://www.ncsu.edu/grad/faculty-and-staff/calendars.html>).

**Who Initiates:** Student must electronically submit the final error free file to the Thesis Editor via the ETD submission system for acceptance by the Graduate School.

## **Final committee approval of thesis or dissertation**

**When Required:** Online approval by the student's advisory committee, through *MyPack Portal* before the deadline for the semester as noted on the ETD web page.

**Who Initiates:** Student unconditionally passes the final exam and the ETD is accepted by the Thesis Editor.

<sup>1</sup> Receipt of materials in the Graduate School can be by campus mail, hand delivery, fax, or e-mail, as appropriate.