

3.24 Schedule of Required Documents

Required Forms/Actions ¹

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

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.

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