Instructions to complete Qualifying Exam Report

- 1) Go to: https://graduateschool.charlotte.edu/current-students/forms
- Scroll down to the Doctoral Student Forms section and click the "Exam Report of Comprehensive/Qualifying Examination for Doctoral Students" link.
- Enter your name and email as well as your Dissertation Committee Chair's (your advisor) information. If you have multiple advisors, list them in the Member spot(s). NOTE: Make sure you are using @uncc.edu and NOT
 @charlotte email addresses. Red arrows in screenshots below indicate required fields.

Student
Your Name: *
Full Name
Your Email: *
Email Address
Please provide information for any other signers needed for this document.
Chair
Name: *
 Full Name
Email: *
 Email Address

4) At the bottom of the page, you will need to enter Dr. Terry Xu as the Graduate Program Director. Her email address is ttxu@uncc.edu.

	Graduate Program Director
	Name: *
\rightarrow	Terry Xu
	Email: *
	Ttxu@uncc.edu

- 5) Click Begin Signing
- 6) Review the electronic record and signature disclosure and check the box to agree to use electronic records and signatures, then click Continue.

Please Review & Act on These The Graduets School at UNC Charlette UNC Charlette Please complete this UNC Charlette Doctoral Exam Rep the form will route to the signers you indicated and then	Documents ort of Comprehensive/Qualifying Examination. Upon completion by you, to the UNIC Charlotte Graduate School for processing.			CHARLOTTE
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1	Re-Examination (check one)	I Yes I No		

- 7) You will only complete the sections in RED. Select Engineering for the College and enter your Student ID and Degree/Program in the appropriate boxes. You will not be able to select passed or failed.
- 8) If this was your first attempt, select NO on the reexamination question and go on to step 9. If you are retaking an exam, select YES on the retake question and input the date of your first attempt. If you are unsure of the date, please check your email for your qualifying exam schedule confirmation. If you cannot find this email, please contact megrad@charlotte.edu. Blue arrows in screenshot below show additional sections for re-testers.

- 9) Select Qualifying Examination and enter the date on your qualifying exam letter.
- 10) Your Dissertation chair, Graduate Program Director and the Graduate School should auto-populate in the signature section of the form. Confirm that information is correct before clicking Finish.

This term must be submitted to and approved by the Graduate School following the Exemination. Required signatures must be original or completed through DocuSion Student Name: Frst: Last: Degree/Program: The above named student has: (Check one) Passed Failed Re-Examination (check one) Ormprehensive Examination On: Outprice first attempt Outprice forst attempt Date of first attempt Outprice frogram Director: Name: Inform Signature/Date: Member: Name: Signature/Date: Date Diretores: Diretores: Signature/Date: Date Signature/Date: Diretores: Diretores: <th></th> <th>for Doctoral Studer</th> <th>nts</th> <th>College/Graduate School:</th> <th></th>		for Doctoral Studer	nts	College/Graduate School:	
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