Instructions to complete Qualifying Exam Report

1) Go to: https://graduateschool.charlotte.edu/current-students/forms
2) Scroll down to the Doctoral Student Forms section and click the "Exam Report of Comprehensive/Qualifying Examination for Doctoral Students" link.
3) 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: *

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 Documents

The Graduate School at UNC Charlotte
UNC Charlotte

CHARLOTTE
Powered by docusign

Please complete this UNC Charlotte Doctoral Exam Report of Comprehensive/Qualifying Examination. Upon completion by you, the form will route to the signers you indicated and then to the UNC Charlotte Graduate School for processing.

Please read the Electronic Record and Signature Disclosure.
☑ I agree to use electronic records and signatures.

CONTINUE   FINISH LATER   OTHER ACTIONS ▾

Re-Examination (check one)   ☐ Yes   ☐ 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.