

Chemistry Graduation Check List

Due by February 15th for May Graduation or September 1st for December Graduation

- Please complete the [Notification of Leave/Graduation](#) online form to notify the office that you plan on defending, your last day in the lab and future contact information. Do not enter your current contact information unless you do not plan on moving for several months after graduation.
- Students are responsible for scheduling a date, time and room location for their thesis defense. Please give your committee members adequate notice when trying to schedule your defense. Room locations can be booked through [25Live](#).
- Please present the [Annual Committee Meeting/Thesis Defense form](#) to your committee members for signature during your defense. Turn in your signed Thesis Defense form to the Graduate Registrar in SCL 248.

Due by March 15th or October 1st

- Review and complete the [Yale GSAS Dissertation Submission Process](#) forms
- Submit your final printed dissertation to Barbara Withington in the Registrar's Office, 3rd Floor, 246 Church Street. Dissertation format questions can be directed to Barbara at barbara.withington@yale.edu
- Email the Graduate Registrar your final dissertation via PDF. The Chemistry department no longer requires paper copies of your dissertation. Please note that I do not accept Google docs, either email your pdf or use [Yale Secure File Transfer](#).
- Enter your reader information into the [Online Notification of Readers \(ONOR\) portal](#), and notify the Graduate Registrar when done

Prior to leaving

- Confirm last pay date with Graduate Registrar
- Turn in any lab keys and lab coats

These deadlines have been established to allow sufficient time for readers to make careful evaluations and for departments to review those evaluations and make their recommendations to the Graduate School. No extensions of the deadlines will be granted. Dissertations submitted after the deadlines will be considered during the following term.

Please contact the Chemistry Department Graduate Registrar if you have any questions. chemistry.dgs@yale.edu or 203-432-3913