Yale Chemistry - Ph.D. Graduation Check List

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

- ❑ Students are responsible for scheduling 25Live a date, time, and room location for their thesis defense. Your presentation can be hybrid format as well (Zoom & in-person).

  Please give your committee members adequate notice when trying to schedule your defense seminar.

  This seminar needs to be scheduled prior to the written submission deadline.

  If an exception is needed, it requires the DGS's approval.

- ❑ Promote your thesis defense by adding it to our Events page **two weeks prior to the date**. Be sure to include the title of your talk, Zoom link, and flier. If it's on the calendar, your defense will automatically be included in the weekly newsletter. Although we no longer send department-wide email announcements for individual defenses, we will print your fliers for you to post around the buildings.

- ❑ Complete the Notification of Leave/Graduation to formally notify the Department of your Ph.D. dissertation submittal, last day in the lab, thesis defense, and future contact information. Your advisor will need to verify this.

- ❑ Take the Diversity & Climate Committee Survey. This survey is anonymous and collected at the end of each year.

GSAS Deadlines:

May Graduation - by 4:00 pm on March 15
December Graduation - by 4:00 pm on October 1

Dissertations submitted after the above semester deadlines will be processed for the following degree date.

- ❑ Review the steps for the: Yale GSAS Dissertation Submission Process.
- ❑ While writing, refer to the: Dissertation Formatting Guidelines
  Barbara Withington in the Registrar's Office can also help answer your specific questions.
- ❑ Submit a GSAS **Notification of Readers Report (NOR)** - formal notification to committee. The then DGS approves this.
- ❑ **Upload finalized dissertation, forms, and surveys to the Dissertation Progress Reports (DPR) system. All steps need to be completed before 4 pm on day of the deadline.**
  Link to DPR System: https://registrar.yale.edu/students/dissertation-progress-reports

  **Important to note: three readers are required with a maximum of five allowed. Two readers will need to be primary faculty from the Yale Chemistry department. All readers will need a yale.edu email.

  **Reader reports must be submitted within 30 days by each committee member in order to confer the degree.

Prior to leaving:

- ❑ If applicable, update Notification of Leave/Graduation form with any new future employment or address changes.
- ❑ Turn in any keys, lab coats, or other university-provided equipment to David Campbell in the Stockroom (350 Edwards St.)
- ❑ Per University Policy, if you are taking a computer purchased with University funds, you must obtain approval from your advisor and call ITS @ ext. 2-9000, to have them remove any licensing or University applications from your computer before leaving campus. Send the PI approval and the ITS completed message to chemistry.finances@yale.edu

Please contact the Chemistry Academic Support Assistants, Kara Swenson & Maggie Simonsen,if you have any questions (Chemistry.dgs@yale.edu).

Updated 5/31/2023