Chemistry Graduation Check List

Due by February 15th for May Graduation or September 1st for December 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.
  - During COVID precautionary times, we kindly ask that you schedule a meeting via Zoom and email link to chemistry.dgs@yale.edu so it can be advertised to the department.

- 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.

- Please present the Annual Committee Meeting/Thesis Defense Form to your committee members for electronic signature during your defense. Turn in your signed Thesis Defense form to the Academic Support Assistants at chemistry.dgs@yale.edu

Due by March 15th for May Graduation or October 1st for December Graduation

**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.

- Please refer to the: Dissertation Formatting Guidelines
  - Barbara Withington in the Registrar’s Office can also help answer your specific questions. Her email is: barbara.withington@yale.edu.

- Upload forms, reader information Notification of Readers Report (NOR), and dissertation through Dissertation Progress Reports (DPR) system before 4 pm on day of the deadline.
  - Link to DPR System: https://registrar.yale.edu/students/dissertation-progress-reports
  - Reminders when entering reader information for NOR: 3 readers required with a maximum of 5 allowed.

Prior to leaving

- Update Notification of Leave/Graduation form with any new future employment or address changes.
- Turn in any keys, coats, or other university provided equipment

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

Updated 2/1/21