

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. Your presentation can be hybrid format as well (Zoom & in-person).
- 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.
- Complete the [Diversity & Climate Committee Survey](#). This survey is anonymous and collected at the end of each academic term.

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>

****Three readers are required with a maximum of five allowed. Two readers will need to be from the Yale Chemistry department. All readers will need a yale.edu email.**

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 to Dave Campbell in the stockroom.
- 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 for filing with our off-boarding information.

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