

DOCTOR OF PHILOSOPHY DEGREE (Ph.D.) GRADUATION CHECKLIST

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1. **Inform Chemistry Student Service Office** of intended date of graduation and oral defense. This should be done at the beginning of the semester in which you plan to graduate. Email Sara at sara.pujols@unt.edu

 2. **Set External Committee Member.** This should be done at least 2 months before you plan to graduate. Obtain forms from the Student Services Office. Email Sara at sara.pujols@unt.edu to request a form.

 3. **Degree Plan Check.** This should be done with Sara at the beginning of the semester in which you plan to graduate.

 4. **File for graduation** with the Toulouse School of Graduate Studies
This should be done at the beginning of the semester you intend to graduate. See Academic Calendar for exact deadlines.
(Use the on-line graduation application: <http://tsgs.unt.edu/academics/graduation>)

 5. **Schedule oral defense**
Schedule time with committee members. Reserve room to be used with Main Office.

 6. **Submit dissertation to members of the committee**
The Graduate Policy Bulletin states that the thesis or dissertation must be submitted to the student's committee at least two weeks prior to the oral examination.

 7. **Submit abstract of dissertation**
Must be done 2 weeks before defense. E-mail to Sara: sara.pujols@unt.edu.

 8. **Submit dissertation to Graduate School**
 1. Confirm corrections with advisor and committee
 2. Final version approved by advisor
 3. Confirm embargo/publication details with advisor
 4. Submit online through Vireo – Vireo Guidelines found on TGS website

 9. **Turn in all items for department portfolio** to the Chemistry Student Services Office
(See Sara in CHEM 207)

 10. **Schedule picture to be taken** with Tom Judd
Call to schedule an appointment, (940) 387-0604 or e-mail: tom.judd3@verizon.net

 11. **Schedule Exit Interview** with the Department Chair
See Bonnie in Chemistry Building Room 101D, (940) 565-3515
or e-mail: bonnie.davidson@unt.edu

 12. **Turn in Departmental keys** to Access Control (Sycamore Hall, Room 006)

 13. **Turn in forwarding address** to the Chemistry Student Services Office (email Sara at sara.pujols@unt.edu)

 14. **Make final paycheck arrangements**
(See Sarada in CHEM 101C, e-mail: sarada.vadapalli@unt.edu)