

Ph.D. GRADUATION CHECKLIST

_____ 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. E-mail Autumn at Autumn.Arvidson@unt.edu

_____ 2. **Set External Committee Member**

- Consult your research advisor for help. This should be done at **least 2 months** before you plan to graduate. Obtain forms from the Student Services Office. E-mail Autumn at Autumn.Arvidson@unt.edu to request a form.

_____ 3. **Degree Plan Check for course requirements**

- This should be done with Autumn at the beginning of the semester in which you plan to graduate.

_____ 4. **Submit/publish manuscript(s) based on PhD research. If not published, provide:**

Date of submission: _____

Journal: _____

Manuscript Number: _____

_____ 5. **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.

[Graduation Information | University of North Texas \(unt.edu\)](#)

_____ 6. **Schedule oral defense**

- Schedule time with committee members. Reserve room to be used with Main Office.
- This should be done as early as possible at the beginning of the semester you intend to defend.

_____ 7. **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.

_____ 8. **Submit abstract of dissertation**

- **Must be done 2 weeks before defense.** E-mail abstract to Autumn: Autumn.Miller-Arvidson@unt.edu

_____ 9. **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 on-line through Vireo – Vireo Guidelines found on TGS website.

_____ 10. **Turn in all items for department portfolio**

- Submit to the Chemistry Student Services Office. This can either be on a flash drive or emailed in ZIP file (turn into Autumn in CHEM 207, or email to Autumn.Miller-Arvidson@unt.edu)

11. Schedule picture to be taken

- Contact: Brittanie Marion: Phone 940-891-1534. Email: hello@brittanienicolephotography.com

12. Schedule Exit Interview

- See Bonnie in Chemistry Building Room 101D, (940) 565-3515 or e-mail: bonnie.davidson@unt.edu

13. Turn in Departmental keys

- Return your keys directly to the key shop in Sycamore Hall (open Monday-Friday, 8am-5pm) and give Betsi Good a copy of the return either in person or email.

14. Complete Laboratory Exit Checklist and return to Student Services Office (CHEM 207)

15. Turn in forwarding address

- Provide forward address to the Chemistry Student Services Office via email: ChemGrad@unt.edu