

## DOCTOR OF PHILOSOPHY DEGREE (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 Miriam at [miriam.freeman@unt.edu](mailto:miriam.freeman@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 Miriam at [miriam.freeman@unt.edu](mailto:miriam.freeman@unt.edu) to request a form.
- \_\_\_\_\_ 3. **Degree Plan Check** for course requirements  
This should be done with Miriam 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.  
(Use the on-line graduation application: <http://tsgs.unt.edu/academics/graduation>)
- \_\_\_\_\_ 6. **Schedule oral defense**  
Schedule time with committee members. Reserve room to be used with Main Office.
- \_\_\_\_\_ 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 to Miriam at [miriam.freeman@unt.edu](mailto:miriam.freeman@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** to the Chemistry Student Services Office  
(See Miriam in CHEM 207)
- \_\_\_\_\_ 11. **Schedule picture to be taken** with Tom Judd  
Call to schedule an appointment, (940) 387-0604 or e-mail: [tom.judd3@verizon.net](mailto:tom.judd3@verizon.net)
- \_\_\_\_\_ 12. **Schedule Exit Interview** with the Department Chair  
See Bonnie in Chemistry Building Room 101D, (940) 565-3515  
or e-mail: [bonnie.davidson@unt.edu](mailto:bonnie.davidson@unt.edu)
- \_\_\_\_\_ 13. **Turn in Departmental keys** to Access Control (Sycamore Hall, Room 006)
- \_\_\_\_\_ 14. **Turn in forwarding address** to the Chemistry Student Services Office via email:  
[miriam.freeman@unt.edu](mailto:miriam.freeman@unt.edu)
- \_\_\_\_\_ 15. **Make final paycheck arrangements**  
(See Sarada in CHEM 101C, e-mail: [sarada.vadapalli@unt.edu](mailto:sarada.vadapalli@unt.edu))