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.

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 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

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

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

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

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