

# Physics Graduation Checklist

Once a student is ready to graduate, there are departmental steps and university requirements to be followed by the dates listed below.

## Due by February 15th for May Graduation or September 1st for December Graduation

- Complete the [Notification of Leave/Graduation](#) form to notify the office of your defense date, last day in the lab and your future contact information. Do not enter your current campus contact information unless you do not plan on moving for several months after graduation. NOG questions are below for reference.
- Students are responsible for scheduling a date, time and physical or virtual room location for their thesis defense. [25Live](#) can be used to book rooms in SPL; please reach out to your PI's admin to book rooms in WL or KT. Please give your [committee members](#) adequate notice when trying to schedule your defense. Defense information can now be included in your Notification of Leave/Graduation form and will be announced in the weekly newsletter.
- With the assistance of your advisor, find an appropriate outside reader and submit their name and position to the DGS for approval.

## Due by March 15th or October 1st

- Provide the [Thesis Progress Report Form](#) to your dissertation committee members for signature during your defense. Forward your signed form(s) and a PDF copy of your Dissertation to the graduate registrar. See below for further Defense details.
- Review and complete the Yale GSAS [Dissertation Submission Checklist](#).
- Enter your reader information into the [Notification of Readers \(NOR\) portal](#), and notify the graduate registrar when done. All five of your readers, your PI, 3 Yale committee members, and an outside reader, need to be listed under "Reader Information" for them to receive notice of your dissertation submission.
- Submit your final dissertation to the Registrar's Office. See above for further submission guidance.

## Due by April 15th or November 1st

- Students must complete their defense by April 15th for May graduation, or November 1st for December graduation.
- Reader reports are due one month after your dissertation is uploaded to NOR or by April 15th or November 1<sup>st</sup>.

## Prior to leaving

- Schedule a 30-minute Exit Interview with the [Chair](#) or [DGS](#) to talk about your experience in the program. Sample Exit Interview Questions can be found [here](#).
- Update Notification of Leave/Graduation form with any new future employment or address changes.
- Confirm last day of pay with the graduate registrar.
- Notify the graduate registrar when you have returned your keys, coats, or other university provided equipment.

*These deadlines have been established to allow sufficient time for readers to make careful evaluations and for the department to review those evaluations before making our recommendation to the Graduate School on degrees earned. No extensions of the deadlines will be granted. Dissertations submitted after the deadlines will be considered during the following term.*

## Frequently Asked Graduation Questions

### Does Yale offer any resources to assist in writing dissertations?

Yes, there are resources available through the Poorvu Center to help with writing and defending your dissertation. <https://poorvucenter.yale.edu/writing/graduate/writing-through-graduate-school/dissertation-writing>

### Do you have to defend your dissertation prior to submitting to the University?

No, you can upload your dissertation prior to defending. Your dissertation must be submitted to NOR by October 1st and your defense must take place by November 1st to graduate. For May graduates, your dissertation must be uploaded by March 15th and your defense must take place by April 15th.

### How do I get my defense advertised?

Please fill out the notification of graduation form so that Daphne can set up your defense poster and publicize your event.

### When is my last day of pay?

- Your last day of pay is your last day in the lab and should be in agreement with your PI.
- December graduates last possible date of pay is January 15th. Your health insurance will end on January 31st.
- May graduates can continue to work in the lab after graduation, up to August 31st, with their advisor's approval/funding. May graduate health insurance ends July 31st. An option to purchase August health insurance is available for those staying on campus until the end of August.
- International students last day of pay is typically May 22nd, unless an updated OPT is issued; please contact OISS for more information.

### When is my last day of health insurance coverage?

Health insurance ends either January 31st or July 31st, depending on your graduation date. May graduates staying to the end of August, must inform me if they want August health coverage by June 1.

### What must I do if I plan on completing my dissertation over the summer?

If you complete your dissertation over the summer and do not plan on registering for the coming fall semester, you must upload your dissertation to NOR by September 1st to avoid Fall tuition and health fees. Uploaded dissertations may still be revised up to October 1st.

More information on Graduation Requirements can be found at  
<https://gsas.yale.edu/resources/graduation-requirements>

# Yale Physics

## Thesis Progress Report

Fall Term  
Spring Term  
Year of Study  
(3rd, 4th, etc...)

Name

Date

Primary Advisor

SID

Committee Members

| <u>PROSPECTUS</u> (attach) | <u>PROSPECTUS<br/>PRESENTATION</u> | <u>ANNUAL THESIS PROGRESS</u><br>Public Talk<br>(give venu and title below**) | <u>THESIS DEFENSE</u> |
|----------------------------|------------------------------------|-------------------------------------------------------------------------------|-----------------------|
| Accept                     |                                    |                                                                               | Accept                |
| Revision Required          | Satisfactory                       | Satisfactory                                                                  | Revision Required     |
| Reject                     | Unsatisfactory                     | Unsatisfactory                                                                | Reject                |

\*\* Committee must provide some written feedback in each instance.

Name

Signature

☐ Committee Chair: \_\_\_\_\_  
(Chair/Advisor)

Comments: \_\_\_\_\_  
\_\_\_\_\_

☐ Committee Member: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

☐ Committee Member: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

☐ Committee Member: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Committee will meet annually to document further progress; next meeting: \_\_\_\_\_  
(date)

# Physics Dept. Notification of Leave/Graduation

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## Start of Block: Main Questions

### Q1.1 Notification of Leave/Graduation from the Yale Department of Physics

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### Q1.2 Please provide the following information

- ☐ Name (1) \_\_\_\_\_
  - ☐ Student ID# (3) \_\_\_\_\_
  - ☐ Advisor (11) \_\_\_\_\_
- 

### Cohort Year of Study

- ☐ 1st (4)
  - ☐ 2nd (5)
  - ☐ 3rd (6)
  - ☐ 4th (14)
  - ☐ 5th (15)
  - ☐ 6th (16)
  - ☐ 7th (17)
  - ☐ 8th (18)
-

Field of Study Field of study

- ☐ Astrophysics and Cosmology (1)
  - ☐ Atomic, Molecular, and Optical Physics (2)
  - ☐ Biophysics (3)
  - ☐ Condensed Matter Experimental (4)
  - ☐ Condensed Matter Theory (5)
  - ☐ Nuclear Experimental (6)
  - ☐ Nuclear Theory (7)
  - ☐ Particle Experiment (8)
  - ☐ Particle Theory (9)
  - ☐ Quantum Information (10)
  - ☐ Undecided (11)
- 

Reason Reason for Leave

- ☐ Graduation (1)
- ☐ Temporary Leave of Absence (2)
- ☐ Withdrawal (3)

End of Block: Main Questions

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Start of Block: Graduation

Q2.1 When do you expect to graduate?

|  | Graduation Month |              | Year |
|--|------------------|--------------|------|
|  | May (1)          | December (2) |      |

I am petitioning to  
graduate (1)



▼ 2024 (1 ... 2030  
(7)



#### Grad End Pay

Expected Last Date in Lab: (mm/dd/yyyy) Please confirm this date with your PI; this will be your last day of pay. If you are an international student, please contact OISS if you plan on doing research past your graduation date.

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Page Break

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Title  
Thesis Defense Details

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Defense Thesis Defense Seminar Information

- ☐ Date (1) \_\_\_\_\_
- ☐ Time (2) \_\_\_\_\_
- ☐ Room (3) \_\_\_\_\_
- ☐ Zoom Link (5) \_\_\_\_\_

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Abstract File Please Upload a Short Thesis Abstract for your Defense Poster (1 paragraph max)

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Title Dissertation Details

Q2.7 Dissertation Title

\_\_\_\_\_

End of Block: Graduation

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Start of Block: Committee Members

### Q3.1 Committee Members

- ☐ Advisor (2) \_\_\_\_\_
- ☐ Member 2 (3) \_\_\_\_\_
- ☐ Member 3 (4) \_\_\_\_\_
- ☐ Member 4 (5) \_\_\_\_\_
- ☐ External Reader (6) \_\_\_\_\_
- ☐ External Reader Email (10)  
\_\_\_\_\_

End of Block: Committee Members

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Start of Block: LOA

*Display This Question:*

*If Reason for Leave = Temporary Leave of Absence*

### Q4.1 Temporary Leave of Absence Details

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#### Q4.2 Type of Leave

- ☐ Personal (1)
  - ☐ Medical (2)
- 

#### Q4.3 Length of Leave Requested

- ☐ Semester (1)
  - ☐ Academic Year (2)
- 





Q34 Start date of Leave (mm/dd/yyyy)

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Q4.4 If you haven't done so already, please complete a Change of Status form and email it to stacey.watts@yale.edu.

End of Block: LOA

Start of Block: Withdrawal

*Display This Question:*

*If Reason for Leave = Withdrawal*

Q36 Reason for Withdrawal

- ☐ Transferring PhD programs (1)
- ☐ Other (2)



Q35 Start date of Withdrawal (mm/dd/yyyy)

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Q39 If you haven't done so already, please complete a Change of Status form and email it to stacey.watts@yale.edu.

Page Break

*Display This Question:*

*If Reason for Withdrawal = Other*

Q6.1 Please share your reason for withdrawal and any additional comments you may have for the Physics Graduate Program Team. All comments will be kept confidential.

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End of Block: Withdrawal

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Start of Block: Exit Interview

Q7.1 The graduate team is committed to improving the department for current and future students. Exit interviews are an important feedback mechanism for the department to determine our strengths and weaknesses. We appreciate the student perspective and invite you to share your opinions with us. Interviews are typically 30 minutes long and held in confidentiality. Exit interview questions are available on the Physics Program Details page.

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Q7.2 Have you already scheduled your Exit Interview with the Chair (Karsten) or DGS (Daisuke)?

☐ Yes (1)

☐ No (2)

*Skip To: End of Block If Have you already scheduled your Exit Interview with the Chair (Karsten) or DGS (Daisuke)? = Yes*

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*Display This Question:*

*If Have you already scheduled your Exit Interview with the Chair (Karsten) or DGS (Daisuke)? = No*

Q7.3 Who would you prefer to schedule your interview with?

- ☐ Karsten Heeger, Chair (1)
- ☐ Daisuke Nagai, DGS (2)
- 

**Q7.4 Please reach out directly to [Karsten.Heeger@yale.edu](mailto:Karsten.Heeger@yale.edu) or to [Daisuke.Nagai@yale.edu](mailto:Daisuke.Nagai@yale.edu) to schedule your interview.**

End of Block: Exit Interview

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Start of Block: Forwarding Address

Q8.1 Forwarding Home Address

- ☐ Home Address (1) \_\_\_\_\_
- ☐ Home Address 2 (2) \_\_\_\_\_
- ☐ City (3) \_\_\_\_\_
- ☐ State (4) \_\_\_\_\_
- ☐ Zip code (5) \_\_\_\_\_
- ☐ Country (6) \_\_\_\_\_
- ☐ Personal (non-yale) Email (7) \_\_\_\_\_
- ☐ Cell Phone (8) \_\_\_\_\_

End of Block: Forwarding Address

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Start of Block: Post-Grad Plans

### Q9.1 Post-Graduation Employment Plans

- ☐ Post-Doctorate Student (1)
- ☐ Other Academia (2)
- ☐ Government Sector (3)
- ☐ For-Profit (4)
- ☐ Non-Profit (5)
- ☐ Undecided (7)
- ☐ Post-Masters - Transferring Schools (8)
- ☐ Other (6)

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*Display This Question:*

*If Post-Graduation Employment Plans = Other*

### Q9.2 Other Plans:

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End of Block: Post-Grad Plans

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Start of Block: Employer Details

#### Q10.1 Employer Details

☐ Position Title (7) \_\_\_\_\_

☐ Organization Name (6) \_\_\_\_\_

☐ Street Address Line 1 (1)  
\_\_\_\_\_

☐ Street Address Line 2 (2)  
\_\_\_\_\_

☐ City (3) \_\_\_\_\_

☐ State (4) \_\_\_\_\_

☐ Zipcode (5) \_\_\_\_\_

☐ Work Email (8) \_\_\_\_\_

**End of Block: Employer Details**

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