

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](#) online form to notify the office of your defense date, your 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.
- Students are responsible for scheduling a date, time and physical or virtual room location for their thesis defense. 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.
- 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 1st.

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.

Yale University
Department of Physics

FALL TERM
 SPRING TERM
Year of Study

(3rd, 4th, etc...)

NAME _____
last first

Date _____

_____ *address*

_____ *office/home phone*

- PROSPECTUS** (attach)
- Accept
- Revision Required
- Reject

- ANNUAL THESIS PROGRESS**
- Public Talk**
(give venue and title below**)
- Satisfactory
- Unsatisfactory

- THESIS DEFENSE**
- Accept
- Revision Required
- 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)