

# Physics Department Graduation Checklist

Once a student has completed their dissertation and is ready to graduate, there are departmental steps and university requirements to follow 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 that you plan on defending, your last day in the lab and future contact information. Do not enter your current 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. Physical room locations can be booked through [25Live](#).

## 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 department registrar. See below for further Defense details.
- Review and complete the Yale GSAS Dissertation Submission Checklist form.
- Enter your reader information into the Online Notification of Readers (ONOR) portal, and notify the Graduate Registrar when done.
- Submit your final dissertation to the Registrar's Office. See below for further submission guidance.

## Prior to leaving

- Confirm last day of pay with Graduate Registrar
- Schedule a 30-minute Exit Interview with the Chair via the Chair's Assistant, [Maria Foley](#), [m.foley@yale.edu](mailto:m.foley@yale.edu)
- Update Notification of Leave/Graduation form with any new future employment or address changes
- Turn in any keys, coats, or other university provided equipment

These deadlines have been established to allow sufficient time for readers to make careful evaluations and for departments to review those evaluations and make their recommendations to the Graduate School. No extensions of the deadlines will be granted. Dissertations submitted after the deadlines will be considered during the following term.