

# CHECKLIST PREPARATION FOR PH.D. DEFENSE

- **COPY OF THESIS SUBMITTED TO SHERYL RICKWELL FOR INSPECTION BY DEPARTMENT - THREE-FOUR WEEKS BEFORE DEFENSE, ONE WEEK BEFORE THE FACULTY DISCUSSES READERS' REPORTS.**

**1. Due in the Office of Academic Affairs, 201 Nassau Hall, 2 weeks prior to the defense date! Your graduate department must receive copies of these completed forms before they are submitted to 201 Nassau Hall.**

— **REQUEST TO HOLD FINAL PUBLIC ORAL EXAMINATION**

(Signed by the Director of Graduate Studies or Department Chair)

— **TITLE PAGE OF THE DISSERTATION**

(The correct degree award date, as on the Degree Application Form, Trustees' Meeting date, month and year only, must appear at the bottom of the title page.)

— **DISSERTATION ABSTRACT**

— **PH.D. DISSERTATION REPORT FORM** (Signed by Candidate's Advisor)

— **READERS REPORTS**

(Given to the Committee of Examiners - 2 Reader's Reports from candidate's department  
Additional readers may be assigned by department.)

Outside reader: (someone outside the candidate's department or outside Princeton University.)

— **DEGREE APPLICATION** (Signed by candidate)

— **DISSERTATION - TWO BOUND COPIES** (Due in your department at least one full week before defense date.)

**2. Authorization memo approving Final Public Oral Examination**

(From Dean Russel - posted in department at least three full working days, including Saturday, prior to the defense.)

**3. Due in Mudd library within 2 weeks of successful completion of Final Public Oral Exam!**

— **DISSERTATION: TWO BOUND COPIES AND ONE ELECTRONIC COPY ON CD IN ADOBE PDF FORMAT**

— **COPY OF TITLE PAGE AND DISSERTATION ABSTRACT**

— **CASH, CHECK OR MONEY ORDER PAYABLE TO: PRINCETON UNIVERSITY LIBRARY \$115.00**  
(*\$70 without copyright fee*)

— **FINAL PUBLIC ORAL EXAMINATION REPORT** (Signed by the Director of Graduate Studies)

— **DOCTORAL DISSERTATION AGREEMENT FORM**

(Contained in Booklet: *Publishing Your Dissertation: How to Prepare Your Manuscript for Publication*)

**4. Due to Dean Redman, Office of Academic Affairs, 201 Nassau Hall within 2 weeks of successful completion of Final Public Oral Exam. The Trustees will not award the Ph.D. degree until these documents are received, and delay in submitting these documents can jeopardize the award of your degree!**

— **FINAL PUBLIC ORAL EXAMINATION REPORT** (Signed by the Director of Graduate Studies and Mudd librarian)

— **SURVEY OF EARNED DOCTORATES** (Original plus one copy, completed by candidate)

— **EXIT QUESTIONNAIRE** (Completed by candidate)

— **END OF ENROLLMENT FORM** (Completed by candidate only if enrollment has not already ended.  
Submit within two weeks of termination date indicated on form.)

Dissertation specifications are on the Mudd library home page:

<http://www.princeton.edu/~mudd/thesis/index.shtml>

Revised 7/8/04 - Retain copies of all documents above.

## **DEPARTMENT OF GEOSCIENCES**

### **PH.D. DEFENSE TIMETABLE**

Note that two faculty meetings are involved in the graduation process:

- (1) To approve the readers' reports and give the go-ahead for the oral examination.
- (2) To approve the oral examination report. However if the decision of the examiners is unanimous, this approval is only a formality.

The planned dates of **FALL** Faculty Meetings in 2004-2005 are:

**Wednesday, September 15, 2004**  
**Wednesday, October 6, 2004**  
**Wednesday, October 20, 2004**  
**Wednesday, November 3, 2004**  
**Wednesday, November 17, 2004**  
**Wednesday, December 8, 2004**  
**Wednesday, January - TBA**

#### **Deadline Dates for Degree:**

Friday, October 8, 2004  
Thursday, December 23, 2004  
Friday, March 11, 2005  
Friday, April 29, 2005

#### **Degree to be awarded at the Trustee's Meeting on:**

Saturday, November 13, 2004  
Saturday, January 22, 2005  
Saturday, April 16, 2005  
Monday, May 30, 2005

There will also 2 meetings during reading period in May for end-of-year undergraduate business (discussion of JP's, ST's, honors and awards). These will TENTATIVELY be on Wednesday, May 11th and Wednesday May 18<sup>th</sup>. The official period for graduate general exams is Monday, April 18 to Saturday, May 21. Students who opt for the exam early can get their results approved at the April 30<sup>th</sup> meeting. Students who wish to delay will have to wait until one of the May meeting to hear.

To graduate before the end of this academic year, readers' reports must be submitted at the next to last faculty meeting, usually in May. Any defense before the end of this academic year must be held before the last faculty meeting (in June). The next available graduation is not until September 2005.