

PHD DEFENSE/GRADUATION CHECKLIST

(Please note: This is not a comprehensive list of requirements for graduation. You must confirm with the Graduate School that all requirements have been met.)

- 1. PhD Plan of Study and Transcript:** Check to make sure that you have filed a PhD Plan of Study with the Graduate School and verify that all courses listed on the Plan were completed and all grades have been submitted. (The PhD Plan of Study form can be found on the Grad School website here: <http://grad.uconn.edu/wp-content/uploads/sites/1635/2014/08/plan-of-study-for-Doctor-of-philosophy.pdf>) If you have courses listed on your Plan that were not completed, a “Request for Changes in Plan for Graduate Study” form must be completed, signed by your Committee, and submitted to the Graduate School. The form is available on the Graduate School website: http://grad.uconn.edu/wp-content/uploads/sites/1635/2015/04/changeinplanofstudy_fill1.pdf
- 2. Apply for Graduation:** Apply for your degree to be awarded by following the instructions at the following Graduate School website: <http://grad.uconn.edu/current-students/apply-for-graduation/>. [This should be done early in the semester in which you will complete all requirements.]
- 3. Room Reservation:** You can reserve a room on the 1st floor of Bousfield through the department room reservation system: <http://psyweb2.psy.uconn.edu/asp/webcal/start/clientlogin.asp>. (Your Psyweb ID is your email address; if you do not have a password, use the “forgot your password?” link to obtain one.)
- 4. University Events Calendar Notice (at least 2 weeks prior to defense):** Your advisor or you need to announce your defense in the University calendar. See the following website for instructions on how to post your announcement to the calendar: <http://grad.uconn.edu/current-students/doctoral-degree-program/dissertation-information/>.
- 5. Tentative Approval Page and Working Copy of the Dissertation (at least 2 weeks prior to defense):** The Tentative Approval Page and a working copy of the dissertation must be submitted to the Graduate School at least 2 weeks prior to the oral defense. Please see <http://grad.uconn.edu/current-students/doctoral-degree-program/dissertation-faqs/> (#2 on the list) for Tentative Approval form and submission information. A working copy of the dissertation must also be submitted to Grad Program Assistant in the Psych Sciences Dept. [Note: the easiest way to accomplish this is to send an email (with both the Tentative Approval Page and the working copy of the dissertation attached) to the Graduate School (gradschool@uconn.edu) with a cc to each Advisory Committee member and a cc to the Grad Program Assistant (psychgrad@uconn.edu).]
- 6. Departmental Email Notice (at least 2 weeks prior to the defense):** An email notice must be sent out to the department at least two weeks prior to the defense. Please send (or have your advisor send) the following information for the email notice to Grad Program Assistant (psychgrad@uconn.edu): time, date, location, and title of the dissertation. Please also indicate the names of the (at least) five faculty who will be attending your defense. Please indicate if the faculty are an associate/major advisor or examiner. [Note: if you include all of this info in the email for #5 you do not need to send a separate email for this step.]
- 7. Department [Signature Form](#) (at least 7 days prior to the defense):** Either you or your advisor must obtain the signatures of the (at least five) faculty who will attend the defense and submit the signed form to Grad Program Assistant. The purpose of this form is to ensure that attendees know the date/time/location and agree to attend. [Email from the attendees can substitute for an original signature, if necessary, however you or your advisor must complete the form, type in the name of the emailing faculty and submit the form to the Grad Program Assistant with emails attached.]
- 8. "Report On The Final Examination For The Doctoral Degree" [form](#):** This is the form that indicates that you have passed the oral exam. If you provide the relevant info to the Program Assistant, they will complete the name/date/location/attendees info on the form and email it to you before the defense. After the defense your advisory committee members (but not any faculty examiners/readers) should sign TWO copies. One original should be returned to the Grad Program Assistant and one original must be submitted to the Graduate School with the Dissertation Submission Checklist (see #11 below).
- 9. Approval Page:** You will need to create an Approval Page for the dissertation (formatting and paper requirements for the Approval Page can be found on the webpage listed in #10 below) and bring at least 1 copy with you to the defense. The Approval Page(s) must be signed by your advisory committee members (but not any faculty examiners/readers). [Note to Clinical students: if you will be going on Internship after defending please be aware that the dissertation must be dated in the year the degree will be awarded (i.e. after internship), not the date that you defend and/or complete the dissertation.]

10. Dissertation Preparation and Formatting: The following Graduate School webpage provides information on the required formatting specifications for the dissertation: <http://grad.uconn.edu/current-students/doctoral-degree-program/specifications-for-doctoral-dissertation-preparation/>. (Note: a link to sample Abstract, Title, Approval, Copyright pages can be found in the blue box at the top of the webpage). [**Note to Clinical students:** if you will be going on Internship after defending please be aware that the dissertation must be dated as of the calendar year in which all requirements for the degree are completed (i.e. the year you complete internship or the year you submit the dissertation, whichever occurs **the latest.**)]

11. Submitting your Dissertation and Other Related Documents: One electronic copy of your dissertation must be submitted to [Digital Commons](#); an electronic Survey of Earned Doctorates must be completed; one signed dissertation Approval Page (#9 above), one signed Report on the Final Examination for the Doctoral Degree (#8 above) and a completed/signed Dissertation Submission Checklist must be submitted to the Graduate School. Please see #4-#9 on the following Graduate School webpage for specific instructions and forms: <http://grad.uconn.edu/current-students/doctoral-degree-program/dissertation-information/>. The Graduate School also has a dissertation FAQ page here: <http://grad.uconn.edu/current-students/doctoral-degree-program/dissertation-faqs/>.

[**NOTE to Clinical students:** students going on internship should check with the Graduate School regarding the timing of submission of the final dissertation and other related paperwork.]