Grad Students Milestones and Deadlines

**Deadlines for May 2020 Conferral:**

**April 24th** - Last day to submit thesis and dissertation final copies to [Open Commons](https://opencommons.uconn.edu/gs/) and related paperwork to Degree Audit in the Office of the Registrar for conferral of a Spring 2020 degree. *It is recommended that students defend at least two weeks prior to this deadline to allow for revisions*. Defense must be announced two weeks prior to defending.

**Deadlines for August 2020 Conferral:**

**August 10th** - Last day to submit thesis and dissertation final copies to [Open Commons](https://opencommons.uconn.edu/gs/) and related paperwork to Degree Audit in the Office of the Registrar for conferral of an August 2020 degree. *It is recommended that students defend at least two weeks prior to this deadline to allow for revisions*. Defense must be announced two weeks prior to defending.

**Apply to graduate by the** **fourth week** of your final semester for each degree you are completing (*or the spring semester for summer graduates*). <https://studentadmin.uconn.edu/help/students/apply-for-graduation/>. **The Registrar has created an excellent resource, Steps to a Successful Graduation:** [https://registrar.uconn.edu/graduation/graduate-programs/](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fregistrar.uconn.edu%2Fgraduation%2Fgraduate-programs%2F&data=02%7C01%7Cmicki.bellamy%40uconn.edu%7C5768330296cd48c6c52e08d5fec90132%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C636695061715180426&sdata=I%2Bx%2F4Ydm7ocmtdHhPKur%2B0vnTptANLZzlosKwqZeFF8%3D&reserved=0).

**Required for Graduation:**

General Exam – Filed upon the successful completion of the Written Prelim Exams. <https://registrar.uconn.edu/wp-content/uploads/sites/1604/2018/02/Report-on-General-Exam-Doctoral.pdf>

Plan of Study – to be completed no later than when 18 credits of coursework have been completed. <https://registrar.uconn.edu/wp-content/uploads/sites/1604/2017/11/Plan-of-Study-Doctor-Philosophy.pdf>

Dissertation Proposal and its Review – Instructions and coversheet here: <https://registrar.uconn.edu/wp-content/uploads/sites/1604/2018/02/Dissertation-Proposal-for-Doctoral-Degree.pdf> Proposal to be written per Graduate School rules and approved by student’s Advisory Committee, including an oral defense of the proposal before a committee composed of their Advisory Committee and two other Faculty examiners.

***It is the student’s responsibility to submit signed forms to the Office of the Registrar Degree Audit.***

**Defending Your Dissertation:**

Information regarding preparing for your defense can be found at <https://registrar.uconn.edu/doctoral-degree-programs/dissertation-information/>

Some important Points:

Your defense committee requires five members: your advisory committee plus two additional faculty. Begin coordinating date/time/faculty members as soon as possible.

**Two weeks prior to your defense date** there are three things you need to do for the Graduate School:

1. Announce your oral defense in the [**University Events Calendar**](http://www.events.uconn.edu/)at least two weeks before the date of your defense.
2. Submit a completed **Dissertation Tentative Approval Page** to the Office of the Registrar [degreeaudit@uconn.edu](mailto:degreeaudit@uconn.edu) at least two weeks priorto the date of your oral defense. The form is located on the home page of the Office of the Registrar’s website under [**Forms**](https://registrar.uconn.edu/forms/).
3. **Email** [degreeaudit@uconn.edu](mailto:degreeaudit@uconn.edu)the working copy of your dissertation to the Office of the Registrar, copying each Advisory Committee member at least two weeksprior to the date of the oral defense.

**One week prior to your defense date** there are two things you need to do for the Physics Department:

1. Email your committee and remind them about your defense date and time (***if you don’t… they might not show up***).
2. Email your abstract, the date, time and location of your defense to Anna Huang [anna.huang@uconn.edu](mailto:anna.huang@uconn.edu) and ask her to send out your defense announcement to the department via the email distribution list.

Bring two copies of your Exam Report to the defense <https://registrar.uconn.edu/wp-content/uploads/sites/1604/2017/08/Report-on-Final-Exam-Doctoral.pdf> and the Approval Page of your dissertation printed on standard 8.5 x 11 inch white paper.

**After The Defense:**

Review the Dissertation Submission Checklist <https://registrar.uconn.edu/wp-content/uploads/sites/1604/2017/10/Dissertation-Submission-Checklist.pdf>

Complete Survey of Earned Doctorates <https://sed-ncses.org/login.aspx?redirect=true>

Submit ONE electronic copy of your dissertation to [**Open Commons**](http://opencommons.uconn.edu/dissertations/). Follow the instructions found in the Submission Guidelines link of the Author Corner.

**Commencement:**

For information regarding Commencement <http://www.commencement.uconn.edu/>