

CHECKLIST PREPARATION FOR PH.D. DEFENSE
(Religion Department and Graduate School)

- a. *The first step is to pick a date and get it approved by all persons who are to attend the defense. Include the Director of Graduate Studies (DGS).*
- b. *Check date with Pat B. for any conflicts with the department calendar.*
- c. *Give yourself at least 1½ months to complete the process from start to finish. Especially keep that in mind, if you are pressed to receive your degree by a specific date. Deadline dates are listed on the bottom of the Advanced Degree Application form which can be found on the Graduate School's website at: <http://gradschool.princeton.edu/forms/acadforms/>*
- d. *The following process must be done to meet the specific deadline date you choose:*
 - *you must have successfully defended your dissertation;*
 - *all paper work must be completed and signed;*
 - *after Mudd Library's process (see #3 below), the signed paper work must be submitted to the Graduate School by the deadline dates indicated on the Advanced Degree Application Form in order for your Ph.D. to be approved and awarded at that designated Trustees Meeting.*

Dissertation specifications are on the Mudd library home page:
<http://www.princeton.edu/~mudd/thesis/index.shtml>

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1. ***Pat B. coordinates all paper work and must complete the following forms 17 days prior to the defense date before they are submitted to 111 Clio Hall. (NOTE: when counting the 17 days, do not include Sundays or Holidays.) Candidates, please read and take note of the information you must complete and return to Pat B. within the 17 day deadline. To access forms and Ph.D. information, go to the Office of the Academic Affairs home page at: <http://gradschool.princeton.edu/forms/acadforms/>***
 - ✎ **REQUEST TO HOLD FINAL PUBLIC ORAL EXAMINATION**
(Signed by Chair of FPO Committee or DGS) **Pat B. prepares**
 - ✎ **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.) **Candidate prepares and gives to Pat B.**
 - ✎ **DISSERTATION ABSTRACT** (Strongly recommended not to exceed 350 words) **Candidate prepares and gives to Pat B.**
 - ✎ **PH.D. DISSERTATION REPORT FORM** (Signed by Candidate's Advisor) **Pat B. prepares**

- ✎ **READERS' REPORTS** Given to the Committee of Examiners - 2 Reader's Reports from candidate's department. (Take note: the candidate's advisor does not do a reader's report.) Tell readers to submit reports to Pat B. and have readers sign the reader's report form prepared by Pat B. Additional readers may be assigned by department. Outside reader: someone outside the candidate's department or outside Princeton University. Readers outside Princeton University must submit their CV to PatB.
 - ✎ **ADVANCED DEGREE APPLICATION - Candidate completes and SUBMITS ONLINE AT:**
<http://gradschool.princeton.edu/forms/acadforms/>
 - ✎ **DISSERTATION - ONE BOUND COPY AND/OR FINAL COPIES - Due in the department at least two full weeks before defense date. The department copy does not have to be bound professionally, three hole-punched and put in a binder is acceptable. You can give to Pat B. or put it on the bookcase in the lounge. (Keep in mind that an electronic copy of the dissertation may be an alternative for the committee in lieu of a hard copy. The candidate should ask the committee what they prefer.)**
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2. Authorization memo approving Final Public Oral Examination

(From Dean Russell – must be posted in department at least three full working days, including Saturday, prior to the defense.) **Pat B. posts notice.**

3. Due in Mudd Library normally by the end of the day of the student's successful completion of the Final Public Oral Exam:

- ✎ **DISSERTATION: TWO BOUND COPIES AND ONE ELECTRONIC COPY ON CD IN ADOBE PDF FORMAT** (If the advisor and examining committee recommend that minor, non-substantive changes be made in the text, the student must submit the corrected final copies within two weeks after the FPO date. Dissertation specifications are on the Mudd Library website: <http://www.princeton.edu/~mudd/thesis/index.shtml> (Candidate completes.)
 - ✎ **CASH, CHECK OR MONEY ORDER PAYABLE TO PRINCETON UNIVERSITY LIBRARY: \$95.00 (\$40 without copyright fee) for Traditional Publishing; \$190 (\$135 without copyright fee) for Open Access. Fees effective September 27, 2010. (Candidate completes.)**
 - ✎ **UMI PUBLISHING AGREEMENT FORM. NOTE: The Graduate School requires Traditional or Open Access Publication and does not allow publication restrictions. (Candidate completes.)**
 - ✎ **FINAL PUBLIC ORAL EXAMINATION REPORT** (Signed by Chair of FPO Committee or DGS) **Pat B.** will prepare and have DGS sign-off, then **give to candidate** for Mudd librarian's signature.) *
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4. Due to Dean Redman, Office of Academic Affairs, 111 Clio Hall immediately following Mudd Library submission (#3 above):

- ✎ **FINAL PUBLIC ORAL EXAMINATION REPORT** (Signed by Chair of FPO Committee or DGS and Mudd librarian.) This is the same form listed in #3 above.*
- ✎ **SURVEY OF EARNED DOCTORATES** Hard copy of the "Certificate of Completion" page of the SED. (To complete the SED, go to <http://survey.norc.uchicago.edu/doctorate>)
- ✎ **EXIT QUESTIONNAIRE** Hard copy of "Confirmation of Completion" page must be submitted. (To be completed online by candidate.) <http://gradschool.princeton.edu/forms/acadforms/>

The Trustees will not award the Ph.D. degree until these documents are received. Any delay in submitting these documents may jeopardize the award of your degree!

The End of Enrollment Form located at: <http://gradschool.princeton.edu/forms/acadforms/> must be completed if you are currently enrolled. The Form should be submitted within one week of the termination date indicated on the form.

Dissertation specifications are on the Mudd library home page:

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

Pat B. retains copies of all documents above for student's file.

Revised: 3/1/2011