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 Patty B. for any conflicts with the department calendar.
c. Give yourself at least 2 months or sooner 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.

<table>
<thead>
<tr>
<th>Degree Deadline for 2015-16</th>
<th>Degree to be Awarded on</th>
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<tbody>
<tr>
<td>Friday, September 11, 2015</td>
<td>Saturday, September 26, 2015</td>
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<tr>
<td>Friday, November 6, 2015</td>
<td>Saturday, November 21, 2015</td>
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<tr>
<td>Friday, January 15, 2016</td>
<td>Saturday, January 30, 2016</td>
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<tr>
<td>Friday, March 18, 2016</td>
<td>Sunday, April 2, 2016</td>
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<tr>
<td>Tuesday, May 17, 2016</td>
<td>Tuesday, May 31, 2016</td>
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</tbody>
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Go to [http://gradschool.princeton.edu/academics/degree-requirements/phd-requirements/](http://gradschool.princeton.edu/academics/degree-requirements/phd-requirements/)
Click on Dissertation and FPO and Advanced Degree Application Process to give you an idea of the Timeline to the FPO.

d. The following process must be done to meet the specific “degree deadline date” you choose:

- you must have successfully defended your dissertation;
- all paper work must be completed and signed;
- after completing Mudd Library’s process (see #4 below), the signed paper work must be submitted to the Graduate School by the designated deadline date you choose, in order for your Ph.D. to be approved and awarded on the Degree date you selected.

Dissertation requirements are on the Mudd Library home page:

TO BEGIN THE PROCESS:

1. One bound and/or final copy of your DISSERTATION is due to the department at least two full weeks before the defense date. The department copy does not have to be bound professionally, three hole-punched and put in a binder is acceptable. (Submit copy to PattyB or place on bookcase in the lounge.)

2. A completed ADVANCED DEGREE APPLICATION must be submitted electronically to the Graduate School, 17 days prior to the proposed Ph.D. defense date. (NOTE: when counting the 17 days, do not include Sundays or Holidays.) This online ADVANCED DEGREE APPLICATION can be accessed via TigerHub and should contain:

- TITLE PAGE OF THE DISSERTATION (The correct degree award date, the month and year only of the appropriate Board of Trustees Meeting, must appear at the bottom of the title page.)
- Candidate uploads
- DISSERTATION ABSTRACT (The document should not exceed 350 words.) Candidate uploads
● Optional Ph.D. DISSERTATION EMBARGO REQUEST AND APPROVAL FORM (This is required only if the candidate is requesting an embargo on the dissertation. The request must be submitted electronically as part of the advanced degree application.) (Candidate completes the form and after approval, submits original to PattyB to upload.)

● READER REPORTS (Given to the Committee of Examiners – At least two reader reports are required, and at least one of which must be a faculty member in the candidate’s home department. Additional readers may be assigned by the department. Outside reader: Someone outside the candidate’s department or outside Princeton University.) Include a CV for outside Princeton University readers – Candidate uploads CV.)

NOTE: Readers should submit their reports in PDF form to pattyb@princeton.edu within the 17 day deadline. (PattyB uploads the reader’s reports.)

● PRIOR PRESENTATION AND PUBLICATION FORM (Signed by Candidate’s Advisor) Candidate completes form, gets signed by advisor, then gives to PattyB to upload

● Ph.D. DISSERTATION REPORT AND REQUEST TO HOLD FINAL PUBLIC ORAL EXAMINATION (PattyB completes and uploads document.)

3. An authorization memo approving Final Public Oral (FPO) Examination must be posted in a public forum. (A message will be sent electronically to the department after the Graduate School deans have approved the FPO. The memo must be posted in department at least three full working days, including Saturdays, prior to the date of defense.) (PattyB posts notice.)

4. The candidate should deposit the dissertation to Mudd Manuscript Library (normally, submitted by the end of the day of the candidate’s successful completion of the Final Public Oral Examination). If the adviser and examining committee recommend that minor, non-substantive changes be made in the text, the candidate must submit the corrected final copies within two weeks of successfully completing the FPO:


● Complete the online submission of the dissertation to ProQuest at www.etsadmin.com/princeton. Candidates will upload a PDF of their dissertation, choose a publishing option, register copyright (optional) and pay relevant fees*.

● Bring the following materials to Mudd Manuscript Library

  • Print-out of email confirming successful submission of the dissertation to ProQuest
  • 1 bound copy of dissertation
  • 1 dissertation maintenance fee of $15, payable by check made out to “Princeton University Library” or exact cash
  • 1 original and 1 copy of FPO Exam Report form signed by Chair of FPO or Committee or DGS. (PattyB will give to candidate after defense.)
  • If you have requested an embargo, you must provide written documentation of approval from the Graduate School (email confirmation from the Associate Dean for Academic Affairs).

*ProQuest fees (paid online): Traditional publishing is free; Open Access publishing is $95. Copyright registration (optional) is $55. Note: The dissertation maintenance fee of $15 must be paid separately to the Mudd Manuscript Library by cash or check.

5. The following materials are due to the Office of Academic Affairs, 111 Clio Hall, immediately following the Mudd Manuscript Library submission. (See #4 above):

● FINAL PUBLIC ORAL EXAMINATION REPORT (Hard copy, signed by Chair of FPO Committee or DGS and Mudd librarian) (Candidate receives form from PattyB after the defense.)

● SURVEY OF EARNED DOCTORATES (Hard copy of the “Certificate of Completion” page must be submitted – To be completed by candidate.) https://sed.norc.org/survey

● EXIT QUESTIONNAIRE (Hard copy of “Confirmation of Completion” page must be submitted - To be completed by candidate) http://gradschool.princeton.edu/exit-survey


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

Revised 8/6/15 – Retain copies of all documents above. (REL Revised: 11/18/15)