

CHECKLIST PREPARATION FOR PH.D. DEFENSE

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 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, see Graduate Announcement, p. 14).
- DEGREE APPLICATION** (Signed by candidate, original plus two copies)

- 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 Wilson - 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!

- TWO BOUND COPIES OF THE DISSERTATION, COPY OF TITLE PAGE AND DISSERTATION ABSTRACT**
- CASH, CHECK OR MONEY ORDER PAYABLE TO: PRINCETON UNIVERSITY LIBRARY \$120.00**
(\$75 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)

Dissertation specifications are on the Mudd library home page at: <http://www.princeton.edu/~mudd/disserta.html>

Revised 2/16/01 - Retain copies of all documents above.