

Princeton University
The Graduate School

CHECKLIST PREPARATION FOR PH.D DEFENSE

1. A completed ADVANCED DEGREE APPLICATION must be submitted electronically to the Office of Academic Affairs, 2 weeks prior to the proposed Ph.D. defense date. This online ADVANCED DEGREE APPLICATION should contain:

- 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.)
- DISSERTATION ABSTRACT** (Strongly recommended not to exceed 350 words)
- PRIOR PRESENTATION AND PUBLICATION FORM** (Signed by Candidate's Advisor)
- READERS' REPORTS** (Given to the Committee of Examiners - 2 Reader's Reports, at least one from faculty member in candidate's home department. Additional readers may be assigned by department. Outside reader: someone outside the candidate's department or outside Princeton University.)
- DISSERTATION – ONE BOUND AND/OR FINAL COPY (Due in your department at least two full weeks before defense date.)**
- Ph.D. DISSERTATION REPORT AND REQUEST TO HOLD FINAL PUBLIC ORAL EXAMINATION (provided by the Graduate Program Administrator).**
- Ph.D. DISSERTATION EMBARGO REQUEST AND APPROVAL FORM** – required only if the student is requesting an embargo on his/her dissertation. Request must be submitted electronically as part of the FPO application.

2. Authorization memo approving Final Public Oral Examination (Will be sent electronically to department after Graduate School deans have approved FPOE. Must be posted in department at least three full working days, including Saturdays, prior to the defense.)

3. Submission of dissertation to Mudd Manuscript Library, to be completed normally by the end of the day of the student's successful completion of the Final Public Oral Exam (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 of successfully completing the FPOE):

Full details of the Mudd Manuscript Library's requirements are available at <http://www.princeton.edu/~mudd/thesis/index.shtml>

- Complete online submission of dissertation to ProQuest at www.etsdadmin.com/princeton. Candidates will upload a PDF of dissertation, choose a publishing option, register copyright (optional) and pay relevant fees*.
- Bring to Mudd Manuscript Library
 - Print-out of email confirming successful submission to ProQuest
 - 1 bound copy of dissertation
 - 1 dissertation maintenance fee of \$15, payable by credit card only
 - 1 original and 1 copy of FPO form signed by Chair of FPO or Committee or DGS
 - 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 Library by credit.

4. Due to the Office of Academic Affairs, 111 Clio Hall, immediately following Mudd Library submission (see #3 above):

- FINAL PUBLIC ORAL EXAMINATION REPORT** (In hard copy, signed by Chair of FPO Committee or DGS and Mudd librarian)
- SURVEY OF EARNED DOCTORATES** Hard copy of the "Certificate of Completion" page of the SED. (To complete the SED, go to <https://sed.norc.org/survey>)
- EXIT QUESTIONNAIRE** Hard copy of "Confirmation of Completion" page must be submitted. (To be completed [online](#) by candidate)

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 Checkout for Students Departing the University must be completed if you are currently enrolled. The form should be submitted to the department within one week of the termination date indicated on the form.

Revised 11/27/12 – Retain copies of all documents above.