

Department of Physics

Oral Defense and Dissertation Submission Checklist

Final approval of your thesis and oral defense is determined by your Thesis Committee, augmented by one additional faculty member. Your committee should therefore, consist of **5 members total**. Three of the five committee members, *including your thesis advisor*, serve as Readers of the dissertation.

- 1.) Email the Program Administrator, [Evette Ma](#), to confirm that you have satisfied all program requirements for your PhD. Submit an [Advanced Coursework Form](#) if you have not already.
- 2.) Email Evette once you and your committee have settled on a defense date. **You must defend your thesis before GSAS's final dissertation submission deadline.**
- 3.) Submit a [Thesis Committee Form](#) signed by your advisor. This is the same form you submitted in Year 3. Most students start with 4 committee members. If you started with 5 members and have not changed any members in your committee since its formation, then there is no need to submit another committee form.
- 4.) Email Evette a PDF of your preliminary thesis **3 weeks** before your defense date. All committee members should have a copy of your thesis at least 3 weeks before your defense date.
- 5.) All 3 Readers must read and approve your thesis for defense **2 weeks** before your defense date. Those who cannot submit a hardcopy [Reader Sheet](#) can email Evette confirming their approval. **Your defense will not be allowed to proceed without approval from all Readers.**
- 6.) On the day of your defense, bring a copy of the [Thesis Defense Form](#). If any of your Readers approved your defense by email, make sure to also bring copies of the [Reader Sheet](#) for them to sign.
- 7.) Email Evette a PDF of your final thesis within **1 week** after your defense date.
- 8.) The department will forward graduation paperwork to the Office of Graduation Services once all required paperwork is submitted.

The dissertation should be prepared according to the specifications given in the [GSAS Formatting Guide](#).

Please review GSAS's [Dissertation Submission Guidelines and Deadlines](#) for additional requirements.

IMPORTANT: You are expected to graduate in the term closest to your defense date. A one-time deferral of one semester is permitted with advisor and DGS approval only. Delays in graduation beyond the one extension would result in annulment of your defense results, and the student would be required by GSAS to re-defend his or her thesis.