

PhD Final Year Checklist

Fall 2019

Full Doctoral Committee Appointed and Approved by the Graduate School. **Due no later than 11/27 but recommend that you complete by 11/1.** If your committee is already on file with the Graduate School, confirm with all members that they will be here in the spring for your defense.

Winter 2020

Register for at least three credits of MATH 603 Dissertation. Remember to complete and turn in the salmon form. DEADLINE: 1/8/20.

If applicable, complete the *Content and Style Request Form* and submit it to the Graduate School. DEADLINE: 3/22/20.

Late winter/early spring: Work with committee to designate time and date of final defense. Provide these details to Graduate Coordinator to get a room reservation.

Register for at least three credits of MATH 603 Dissertation for Spring 2020. Remember to complete and turn in the salmon form. DEADLINE: 4/1/20

Email Mary Brown, mcbrown@uoregon.edu, to tell her if you are going to walk in the commencement ceremony. The ceremony will be held on Monday, June 15.

Spring 2020

Apply to graduate via GradWeb. DEADLINE: 4/10/20.

File application for final defense via GradWeb. DEADLINE: at least three weeks prior to defense date or 5/8/20, whichever is earlier.

Send drafted prefatory pages and one chapter of your dissertation to gradedit@uoregon.edu for Graduate School review (April).

If you are participating in commencement, order regalia (April).

Complete a total of 18 credits of MATH 603 Dissertation by the end of final term.

- Review dissertation submission instructions and the ETD Step-by-Step Guide to prepare answers in advance. Complete this in April or even late winter term.
- Send pdf of dissertation to Graduate Coordinator at least four weeks before defense, for distribution to committee. There is a small amount of wiggle room for this, but make sure to notify the Graduate Coordinator if you need a day or two extra.
- Final oral defense. Take the Dissertation Approval form with you to get your committee chair's signature. DEADLINE: 5/29/20
- Submit signed submission and approval forms to Graduate School. DEADLINE: 6/8/20
- Upload dissertation to Graduate School/ProQuest. Give yourself at least 8 hours to complete this process. DEADLINE: 6/8/20. **THERE ARE ZERO EXCEPTIONS.** If it is 12:02 AM 6/9/20, they will not accept it.