



CHECKLIST PREPARATION FOR PH.D. DEFENSE

1. **One bound and/or final copy of the DISSERTATION is due to the department at least two weeks before the defense date.**

2. **A completed ADVANCED DEGREE APPLICATION must be submitted electronically to the Graduate School at least two weeks prior to the proposed Ph.D. defense date. This online ADVANCED DEGREE APPLICATION should contain:**

Prepared by degree candidate:

- 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.)
- DISSERTATION ABSTRACT** (The document *should not exceed 350 words*.)
- 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.)

Prepared by department:

- 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.)
- PRIOR PRESENTATION AND PUBLICATION FORM** (The form must be signed by the candidate’s adviser.)
- Ph.D. DISSERTATION REPORT AND REQUEST TO HOLD FINAL PUBLIC ORAL EXAMINATION** (The request is generated and provided by the graduate program administrator.)

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.)

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:

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

- Complete the online submission of the dissertation to ProQuest at www.etsdadmin.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 the FPO Exam Report 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 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.**

- [FINAL PUBLIC ORAL EXAMINATION REPORT FORM](#)** (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 must be submitted - To be completed by candidate)
- [EXIT QUESTIONNAIRE](#)** (Hard copy of the “Confirmation of Completion” page must be submitted - To be completed by candidate)
- The **[CHECKOUT FOR STUDENTS DEPARTING THE UNIVERSITY](#)** must be completed before graduation.

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 the degree!

Revised 8/6/15 – **Retain copies of all documents above.**