**Homer L Dodge Department of Physics and Astronomy**

**Checklist for Ph.D.**

(Version 7: March 30, 2022)

*(If you discover any errors in this form, please report them to Dr. Mike Strauss at* [*strauss@ou.edu*](mailto:strauss@ou.edu)*).*

This checklist is to be used after completion of the general exam. See the general exam checklist to document progress toward that exam. More descriptions can be found in the department [Red Book](https://www.nhn.ou.edu/assets/doc-or-pdf/redbk.pdf) and the Graduate College doctoral checklist at <http://www.ou.edu/content/dam/gradcollege/docs/gc-checklist-doctoral.pdf> and on their progress to degree web page at <http://www.ou.edu/gradcollege/current-students/progress-completion>. Complete information from the graduate college is available at <http://www.ou.edu/gradcollege/forms/bulletin/doctoral-info>. You are responsible to know the contents of these documents and follow all procedures so you should review them carefully.

Graduate Student Name:

Graduate Student email:

Advisor Name:

Proposed Defense Date:   /  /

Each step of the checklist must be completed. Put all dates below in format MM/DD/YYYY.

1. At the beginning of the semester you are planning on graduating, submit the appropriate forms as described in the checklist found at <http://www.ou.edu/content/dam/gradcollege/docs/gc-checklist-doctoral.pdf> and apply for graduation using the link inside the same pdf document Date:   /  /

2. Submit the *Request for Degree Check* to the Graduate College within the first 2 weeks of the semester you plan on graduating before the *Request for Authority to Defend* as described in the same checklist: <http://www.ou.edu/content/dam/gradcollege/docs/gc-checklist-doctoral.pdf>. Date:   /  /

3. Set a date for the oral part of your dissertation defense. The date must be **at least 2 weeks prior to the last day of final exams**. When setting the date, be aware that the final dissertation must be submitted to SHAREOK on week prior to the last day of final exams. These deadlines are set by the Graduate College and must be adhered to. Planned date of oral defense:   /  /

4. Submit a complete reading copy of the written part of the dissertation to your committee **at least four weeks before the dissertation defense**, which also must be at least four weeks prior to the last day of final exams. (This is in accordance with departmental policy in the Red Book and gives adequate time to send the Graduate College the required *Report of Reading Copy Submission and Request for Authority to Defend* at least 10 working days prior to defense and provides time for provisional approval of the dissertation at least 5 working days before the oral exam as described in step 6). Date written part of the dissertation submitted to committee:   /  /

5. Submit the *Request for Authority to Defend* to the Graduate College at least **10 working days before your defense** and at least **3 weeks before the last day of final exams** as described in the same checklist: <http://www.ou.edu/content/dam/gradcollege/docs/gc-checklist-doctoral.pdf>. Date:   /  /

6. You must receive provisional approval of the written part of the dissertation by all members of your committee **at least 5 working days before the oral** part of the exam. The provisional approval must be reported to the Graduate Studies Committee Chair by the student’s advisor. Failure to meet this deadline will result in a postponement of the dissertation defense.

To satisfy this requirement, the student’s advisor must sign this form below and **an electronic copy of this form must be submitted to the graduate studies committee chair** completed in its entirety up through point 5 at least one week before the dissertation defense.

Advisor’s Signature:       Date Completed:   /  /

7. Advertise your dissertation defense to the department via email at least 48 hours before the oral part of the exam. Advertising it a week before is even better to accommodate people's schedules.

8. The committee should approve both the written dissertation and the dissertation defense and sign the *Authority Report Form*. The form must be returned to the graduate college within 72 hours after the committee meeting.

* 1. Date of actual dissertation defense:   /  /
  2. Date the Authority to Report Form submitted to the Graduate College:   /  /
  3. Committee Members:

9. Finish all modifications to the written dissertation within 60 calendar days of your dissertation defense and, as described in <http://www.ou.edu/content/dam/gradcollege/docs/gc-checklist-doctoral.pdf>. However, if you plan to graduate in a given semester, you must meet the submission deadline indicated on the [University Academic Calendar](http://www.ou.edu/admissions/academic_calendar) which may be prior to your 60-calendar day deadline.

1. Complete the survey of earned doctorates on date:   /  /
2. Once all changes and corrections have been made to the dissertation, all committee members must sign the [*Approval for Thesis/Dissertation Submission to SHAREOK*](http://www.ou.edu/content/dam/gradcollege/docs/forms/gc-approval-submission-shareok.pdf) form and this form must be submitted to the graduate college at least **5 working days before the last day of final exams in order to graduate in that semester**. Date of completion:   /  /
3. Date of Submission of your dissertation to SHAREOK:   /  /

10. Your committee chair must send electronic confirmation of the completion of the dissertation to the graduate studies chair within 72 hours of the final submission to SHAREOK. The confirmation should include this completed form.

I certify that student

has satisfactorily completed his dissertation including all final revisions and passed his Ph.d. defense and submitted his dissertation to SHAREOK.

Advisor Signature:       Date:   /  /

When this form is completed, it should be sent to the chair of the Graduate Studies Committee.