

## **Checklist for CHEM PhD's Graduating in December**

### **By 8AM, SEPT 20,**

1. Complete the FALL 2023 Graduation Form: <https://forms.office.com/r/mgm8NWX2sq> ).
2. Bookmark the GSAS Thesis and Graduation page, which has directions and forms required for the steps below: <https://graduate.as.virginia.edu/thesis-submission-and-graduation>

### **By SEPT 30,**

1. Apply to graduate in SIS.
2. Confirm you met the degree requirements and your transcripts are complete.
3. Find a GSAS Representative to attend your defense (a tenure/tenure-track member from a different Arts & Sciences department at UVA; DGS permission is required to have a GSAS representative from outside Arts & Sciences). Refer to the Graduate Handbook for detailed instructions and guidelines.

### **By OCT 10,**

1. Arrange to defend your dissertation before NOV 20 at a date and time that works for you, the GSAS representative, and your advisory committee.
2. After confirming the date and time, and a month before your defense, submit a Room Reservation Request form, <https://chemistry.as.virginia.edu/graduate-resources-forms> ).
3. Complete the Survey of Earned Documents (<https://sed-ncses.org/login.aspx> ).
4. Fall degrees are conferred around DEC 15-16, and diplomas are mailed 2-4 later to the “diploma address” you entered in SIS; confirm that address still works for you.

### **To ensure you can upload your dissertation by the NOV 30 deadline, you are responsible for:**

- a. Asking your Advisor to email you—by NOV 26 at the latest—to confirm the committee has approved your dissertation.
- b. Setting up the [Final Exam Power Form](#) after receiving this confirmation. Enter the names and emails for the following fields: Student (you), Advisor (your PI), GSAS Representative, Committee Members (at least 1 and 2), Department Chair (Jill Venton, [bjv2n@virginia.edu](mailto:bjv2n@virginia.edu) ), Director of Graduate Studies (Marcos Pires, [mpires@virginia.edu](mailto:mpires@virginia.edu) ), Graduate Administrator (Sage Bradburn, [cmb7y@virginia.edu](mailto:cmb7y@virginia.edu) ). Within a few minutes, you will receive an email link to the form; open it to complete your portion of the form and enter your dissertation title exactly as it will appear in Libra.
- c. The day after I receive the completed form and enter the data in SIS, you will receive a link to upload your dissertation in Libra, which you must do by NOV 30.

**Before DEC 1,** please complete the following Chemistry Department Forms (link to forms here, <https://chemistry.as.virginia.edu/graduate-resources-forms> )

1. Departure Form
2. Safety Release Form (must be signed by student and advisor and may be submitted as a hard copy or an email attachment).
3. PhD Exit Survey

## FAQ's

If you apply for graduation then realize you need to defer, that's okay as long as you inform the Graduate Registrar by email (copy me, the DGS, and our business manager, Seth Matula, on that email).

Fall graduates may attend the annual Graduation Ceremonies. Those interested in attending Chemistry's ceremony should contact Cindy Knight—who manages the event. They may also find information about the University-wide Finals Exercise and obtaining caps and gowns on UVA's Finals Weekend page, <https://majorevents.virginia.edu/finals/students/caps-and-gowns#doctoral-students>.

If you complete all degree requirements early in the term and need confirmation for an employer, you may request a letter of confirmation for the Graduate Registrar, Ms. Mourton ([gsasregistrar@virginia.edu](mailto:gsasregistrar@virginia.edu)).

Click here, <https://registrar.virginia.edu/diplomas/cediploma>, if you are interested in obtaining a certified electric diploma / CeDiploma.

Whether you graduate in December or in May, your student health insurance policy continues until July 31.