

Ph.D. Graduation Checklist
Department of Sociology, Rutgers University

I. Dissertation Defense

- a. Contact the Graduate Administrator (meferguson@sociology.rutgers.edu) to reserve a room for your dissertation defense (minimum of 4 weeks in advance). Send the final title of your dissertation as well.
- b. Send the Graduate Administrator the name, title, and address of your outside committee member, so it can be approved by the Graduate School.
- c. Submit a work order for any technology you will need for the defense (computer, TV, Skype, etc.) at <https://secure.sas.rutgers.edu/apps/wo/submit>.

II. Candidacy Form

- a. Before your dissertation defense, pick up the candidacy form from the Graduate School. The committee will sign page 3 at the defense. The chair of your committee will sign twice—as “Chairperson” and as a reader. Have your committee sign your title page as well. **They must use black ink.**
- b. Have your outside member send an email to the Graduate Director and Graduate Administrator if s/he will not be physically present at the defense and the Graduate Director will sign on her/his behalf. The Graduate Director will sign the missing committee member’s name and will place her initials in parenthesis on both the candidacy form and title page. The outside member should email:

“I have read and approved _____’s dissertation and grant permission to the graduate director, Steven Brechin, to sign the PhD Candidacy form on my behalf.”
- c. Bring the Candidacy Form to the Graduate Administrator, who will certify your courses and make a copy of the form for your file. Remember to update page 4 with any additional research credits you have taken. The Graduate Administrator will have the Graduate Director sign page 3.
- d. Return the completed candidacy form to the Graduate School. You must also bring **one original title page, 3 extra copies of the title page and abstract**. If the Graduate Director signed for your outside reader, bring the **email correspondence** between the outside member and Graduate Director.

Candidacy Form Deadlines

October 3, 2016 for an October-dated degree

January 13, 2017 for a January-dated degree

April 17, 2017 for a May-dated degree

III. Diploma Application

- a. Apply online through the Graduate School’s website.

Diploma Application Deadlines

October 3, 2016 for an October-dated degree

January 6, 2017 for a January-dated degree

April 1, 2017 for a May-dated degree

IV. Additional Forms

Deadlines (for ALL of the forms listed below)

October 3, 2016 for an October-dated degree

January 13, 2017 for a January-dated degree

April 17, 2017 for a May-dated degree

Complete the following forms and return them to Barbara Sirman at the Graduate School **at least one week before the deadline to ensure that they will be approved.**

Find all forms on the Graduate School's website at <http://gsnb.rutgers.edu/academics/checklist-phd-degree>.

➤ *Payment Form*

- a. Download the payment form from the Graduate School's website.
- b. Print **3 copies** of this form. Pay at the Cashier's office. The publishing fee is mandatory but the additional copyright fee is optional. The Cashier's office will stamp your form. **Return one stamped copy to the Graduate School.**

➤ *Publishing Agreement*

- a. Complete the publishing agreement.
- b. Print pages 4 and 5 if you choose to only pay for publishing. Print pages 4, 5, and 6 if you choose to also pay for copyrighting.
- c. Return the agreement to the Graduate School.

➤ *Doctoral Program Evaluation Survey*

- a. Complete the survey online at the Graduate School's website.
- b. Print the **Verification Sheet (OIRAP)** at the end of the survey and return it to the Graduate School.

➤ *Degree Candidate Responsibility Statement*

- a. Complete this statement through the Graduate School's website.
- b. Return this to the Graduate School.

➤ *Survey of Earned Doctorates*

- a. Complete the survey online.
- b. Print the **Certificate of Completion** at the end of the survey and return it to the Graduate School.

➤ *Submit Dissertation*

- a. Submit your dissertation online through the Graduate School's website.
- b. Electronic dissertation submission will only be reviewed after all the above forms are completed and returned to the Graduate School

For more detailed instructions and copies of all forms, see the Graduate School's Checklist at <http://gsnb.rutgers.edu/academics/checklist-phd-degree>.