

Astronomy PhD Graduation Checklist

Before Your Final Semester

- Ensure you are registered for AST399W, AST699W, or AST999W.

First 10 Weeks of Semester (2 Weeks for Summer)

- Apply for graduation via UT Direct:
<https://utdirect.utexas.edu/ogs/forms/gradform/dgr1.WBX>
- Start working with your committee to schedule your defense by the Graduate School deadline (usually a couple of weeks before the end of the term).
- Work with Lara to schedule your defense, book the appropriate space, and set up the Zoom link.
- Inform Grad Advisor and Grad Coordinator of your defense date and time.

At Least Four Weeks Before Defense Date

- Send complete draft copy of your dissertation to your committee

At Least Two Weeks Before Defense Date

- Send Graduate Coordinator a full list of your committee including contact information for your external member(s).
- Complete the [Request for Final Oral Examination](#) form via DocuSign (Grad Coordinator will initiate the form once the committee list has been received).
- Submit the Request for Final Oral Examination form to the Graduate School.

Day of Defense

- Public Oral Presentation
- Private Defense with Committee (led by your supervisor)
- Complete Report of Dissertation Committee – ALL committee members and the GSC Chair must sign the report. This form will be e-mailed to you by the Graduate School prior to your defense date.

Before 3PM on the Last Day of Classes

- Upload your completed dissertation BEFORE submitting the pages listed below.
- Submit all of the Required Pages:
 - Report of Dissertation Committee
 - Statement on [Research with Human Participants](#) form (required for all)
 - Any requests to [Delay Publication](#)
- Complete the Exit Surveys:
 - [Association of American Universities Data Exchange](#)
 - [NSF Survey of Earned Doctorates](#)