

# Graduation Guidelines

Department of Physics  
University of Chicago

## *Pre-oral meeting*

The pre-oral meeting with your Thesis Committee should take place 1-3 months prior to your thesis defense. The main purpose of this meeting is to ensure that the thesis will be of appropriately high quality. During the meeting, you must give a complete description of the thesis work, including any new results that have been obtained since the last meeting with the Committee. If the Committee has any concerns about the nature and scope of the thesis, these should be raised at the meeting. The Committee must also formally approve the thesis title and confirm that all course requirements have been satisfied. A *Report of Thesis Committee* form must be signed by each member of the Committee at the end of the meeting and then returned to the Student Affairs Administrator. A copy of the form can be found [here](#).

## *Applying to graduate*

You must apply to graduate by the end of the first week of the quarter in which you expect to graduate. The application can be filled out at [my.uchicago.edu](http://my.uchicago.edu). A link to apply to graduate should appear under the Academics tab; if it does not, you may need to update your expected graduation date.

## *Thesis defense*

When the thesis is completed, the Committee must be convened for the final thesis defense. Copies of the thesis must be distributed to each member of the Committee at least two weeks prior to the defense. A *Report of Final Examination for the Degree of Doctor of Philosophy* form must be signed by each member of the Committee at the end of the defense and then returned to the Student Affairs Administrator. Please contact the Student Affairs Administrator at least one day prior to the defense to obtain a copy of the form.

## *Thesis defense advertisement*

In order for the Department of Physics to advertise your thesis defense, please contact the Student Affairs Administrator as early as possible with the following information: your name, the title and abstract of your thesis, the time and location of your defense, the members of your Thesis Committee, and your plans following graduation.

*Thesis submission*

The final deadline for submitting the thesis to the Dissertation Office is at the end of the seventh week of the quarter.<sup>1</sup> In order to allow time for edits, the thesis defense should take place no later than two weeks prior to this deadline. The thesis must be written and formatted according to the guidelines set by the Dissertation Office. The most current information on how to format and submit your thesis, along with exact submission deadlines, can be found [here](#).

*Paper submission*

You are required to submit a paper for publication in a peer-reviewed journal based on your thesis research. The paper to be submitted for publication must identify the Department of Physics as the authors affiliation. In addition, the affiliation with other research institutes should be stated as appropriate. Credit should also be given to any fellowship or traineeship held during the research period, as well as any other sources of support. While submission of the paper is required, the paper need not be accepted for publication prior to graduation. Please forward a confirmation that the paper has been submitted to the Student Affairs Administrator.

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<sup>1</sup>Note that during the summer quarter, the submission deadline is at the end of the sixth week.