



Chemistry Graduate Program Instructions to Request Graduation and to Completing the Graduation Requirements

The time to graduation for graduate students at the Masters and Doctoral levels permitted by the university is defined by the Certificate that was active when you officially became a candidate of either program. At present, we have students under three different certificates (Certificate 72, Certificate 38, and Certificate 95). The most current certificate is Certificate 95. Please refer to each certificate to know your time to graduation. Students can petition to graduate in either December or May of a given academic year. That being said, there is a formal process to request graduation and complete the terms of the graduation requirements.

1. You must first obtain the approval of your research mentor to request graduation and must make your committee aware of your intent to graduate at the beginning of the semester.
2. You must consult with the CGP coordinator about your intent to graduate at the beginning of the semester and submit to them the A3-Academic Status Sheet and an unofficial transcript. The coordinator will review this material and will let you know if you have fulfilled the requirements. Make sure you have all of your certificates for the completion of different requirements stored in case the coordinator needs to see them. They will use the information provided to prepare the Certificate for Completion of All Requirements.
3. The deadline to request graduation and to pay for graduation dues is published in the semester calendar. It is important to submit your request by the deadline.
4. You must submit your thesis manuscript to your committee two weeks before your defense.
5. All thesis defenses must be completed by the last day of the academic semester. This last day is reported in the semester calendar.
6. All committee members must sign the Certificate for Completion of All Requirements and must complete the evaluation of the thesis defense presentation. These documents and all thesis corrections must be completed and submitted to the coordinator before the start of the summer academic session, the date of which can be found in the summer academic session calendar.

7. A digital form of the thesis committee-approved thesis must be submitted to the digital repository by a date established by the DEGI. The coordinator will provide that deadline as it becomes available.
8. Instructions will be provided for students to obtain their graduation tickets/toga.