CHECKLIST FOR FINAL DEFENSE/FINAL REPORT IN BME FOR MS/ME/PhD DEGREES

When planning your MS or PhD defense/final report, please start thinking about this early and follow this handy checklist. Also, please consult with the Graduate School Checklists as well: http://gsnb.rutgers.edu/academics/how-apply-degrees If you are a GSBS student, the below list can be used as a rough guide but the forms/formats are slightly different. Contact Perry/Tina in the GSBS office.

6 to 12 months before your tentative final defense/report:
- Send Larry your committee members to double-check composition requirements
- Check the graduate school deadline dates: http://gsnb.rutgers.edu/degree_deadlines.php3
- Meet with your committee and agree on a timeline based on deadline dates above
- Review your transcript and make sure nothing is missing/incorrect (i.e. grades/transfer courses)
- Check with Larry that you have met (or will meet) course/research credit requirements
- Review “Guidelines For Using Prior Works” on BME website
- Start looking for a job

2 to 3 months before your final defense/report:
- Review “Guidelines For Using Prior Works” on BME website
- Send Larry your “Outside Member” name, mailing address, phone and email for approval (PhD Only)
- Finalize the date and time with your committee and contact Larry for a BME room for the defense
- Continue looking for a job

At least three (3) weeks before the final defense/report:
- Pick up a Candidacy Form from Larry (for MS) or from the Graduate School (for PhD)
- Notify Larry of your Defense information so a flyer can be made to notify the BME community:
  1) Title of Defense/Dissertation
  2) Advisor and committee names
  3) Date, Time and Place of Defense (Ask Larry for a room if needed…see above)
  4) Brief Abstract

Two (2) weeks before your final defense/report:
- Submit your final thesis/dissertation/report to your committee for review
- Fill out a Diploma Application online

Bring to your final defense/report:
- Candidacy Form
- Copies (minimum 3) of the cover sheet for the thesis/dissertation for your committee to sign.

After your final defense/report:
- Have your committee sign your Candidacy Form
- Follow Committee suggestions for revisions (if any) to written thesis/dissertation
- Review “Guidelines For Using Prior Works” on BME website and BME Sakai Text Submission site
- Follow Sakai BME Text Submission Site instructions for uploading your thesis/dissertation to the program for checking (at least one week before any applicable GSNB Due Dates)
- Once approved and checked on Sakai, Dr. Shreiber will sign the Candidacy Form as BME Graduate Program Director
- Submit Candidacy Form and bring one (1) original title page (Bond paper preferred but regular paper is ok; with signatures in black ink only) to the Graduate School, and three (3) extra copies of the title page and abstract (photocopies are acceptable) by the degree deadline date (MS Thesis and PhD only)
- Download and complete the Proquest Dissertation/Thesis Publishing Agreement at:
  Print out the signature pages and bring to Barbara Sirman in the GSNB (MS and PhD only)
- Pay any fees (Publishing and/or Copyright) to the Cashier’s Office with the Thesis Payment Form
- Upload and submit your dissertation electronically to the Rutgers Electronic Thesis/Dissertation site AFTER checking with Barbara Sirman
- Fill out the BME Exit Survey indicating non-RU email address (ask Larry for it)

Notification from the Graduate School that you have completed requirements and are ready for a diploma depending on when you submit your thesis/forms (October, January or May degrees)

From BME, good luck in all your future scientific endeavors!