

## 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](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:

- Attend a Thesis Workshop at the Graduate School: <http://gsnb.rutgers.edu/resources/thesis-and-dissertation-workshops> (EXTREMELY recommended)
- 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: [http://media2.proquest.com/documents/umi\\_agreement\\_papersub.pdf](http://media2.proquest.com/documents/umi_agreement_papersub.pdf)  
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!**