

Dissertation Defense Checklist

The Dissertation Manual and all forms, templates, and links can be found at:

<https://gsapp.rutgers.edu/current-students/dissertation-material>

Please check the Administrative and Procedures Deadlines for all appropriate deadlines.

- ___ Notify the Student Services Coordinator (Sylvia) that you intend to defend/graduate. The deadlines for notifying Sylvia are: Jan 1 (for May graduation), June 1 (for August or October), Sept 1 (for January).
- ___ Submit 2 signed abstracts at least 2-3 weeks before the defense (see Administrative Deadlines Table) to Student Services Coordinator approved and signed by committee chair. Student coordinator will then reserve room.
- ___ Submit an electronic copy of the dissertation to Student Services Coordinator along with your 2 abstracts at least 2-3 weeks before the scheduled defense date.
- ___ Student Services Coordinator will prepare the signature pages on the 100% cotton page to be picked up prior to the defense or on the day of defense.
- ___ Fill out Diploma Application online by the diploma deadline date
Go to: <https://grad.admissions.rutgers.edu/Diploma/Default.aspx> and Click to Login.
- ___ Go online and complete the [Doctoral Dissertation UMI Agreement Form](#) for Publishing and/or Copyrighting.
- ___ When the dissertation has final committee approval, students will submit final electronic copy to Student Services Coordinator.
- ___ Submit dissertation electronically to <https://etd.libraries.rutgers.edu/login.php>
- ___ Check that the Director of Training at your internship has submitted an evaluation letter that documents your satisfactory completion of your internship.
- ___ Check your transcript to make sure you do not have any incompletes or no grades.

Rev: 10/18/2018