

Dissertation Defense to Graduation

A Checklist for TRIP students during their final semester

Graduate School Forms, Pre-Defense

- ___ Completed the online Graduate Application for Degree in the BU Brain's "Student" tab by the [Graduate School's deadline](#). *Note: Completing this form does not compel you to graduate.*

Outside Examiner (a representative of the Graduate School)

- ___ Selected, in consultation with your chair, an Outside Examiner (OE) for the committee
Note: The Graduate School prefers nominees for the OE role who are tenured;
- ___ Determined whether the selected OE is on [the Graduate School's pre-approved list](#);
- ___ Informed the TRIP Coordinator of the OE nominee
Note: This step should be completed a minimum of one month prior to defense date;
- ___ If the OE faculty is not on the pre-approved list, or is faculty at another institution, have sent the TRIP Coordinator: (1) the faculty member's updated CV; (2) the number of doctoral students for whom the nominee has served as principal advisor; (3) the number of doctoral students for whom the nominee has served as principal advisor who have graduated; and (4) the number of dissertation defense committees on which the nominee has served.
Note: The TRIP Coordinator will contact the Grad School to request approval for this person.
- ___ Heard from the Graduate School that the OE nominee is approved for my committee.

Dissertation Requirements

- ___ The dissertation is 200 pages minimum in length, not including the bibliography and appendices, based on formatting in Times New Roman font with one-inch margins.
- ___ If the dissertation includes a translation, the analysis comprises a minimum of one-quarter of the dissertation, or fifty pages of the total minimum 200 pages.

Scheduling the Defense

- ___ Revise dissertation chapters based on feedback from committee chair;
- ___ Shared all or most of the dissertation with other committee members and revised based on their feedback;
- ___ Received approval from committee chair and other committee members to schedule the defense
Note: Ask your chair which days of the week and times of day work best for them;
*Note: **Summer defenses may only be scheduled during the month of May** to accommodate faculty research and allow enough time for dissertation revisions and their review;*
- ___ Consulted the [Grad School deadline for submission of the dissertation](#) to determine whether you can graduate during the current semester or will need to graduate during the subsequent semester
Note: The Graduate School posts a recommended date and an absolute deadline. Be sure to schedule your defense a minimum of one full week prior to the absolute deadline, at the very (very) latest, to give yourself enough time to make revisions the committee recommends before submitting.
- ___ If graduating during the winter or summer term, requested of the TRIP Coordinator to register you for that term, a Graduate School requirement during the semester a student graduates.
- ___ Consulted with the committee to find a two-hour time block when everyone can meet and reserved a room for the exam

Note: You may make these arrangements yourself by working with your committee directly or you may request assistance from the TRIP Coordinator. Either way, a Doodle poll that covers a two-week period (minimum), based on your chair's preferences for days and times, works well for determining committee availability. For help with reserving a room, contact the TRIP Coordinator;

Note: If a faculty member must attend remotely, you are responsible for arranging this for your exam.

_____ Reported to the TRIP Coordinator the day and time of your defense, the room if you reserved one on your own, and your finalized dissertation title;

Note: Be certain that all committee members have verified with you that the day and start time work for them before reporting them to the TRIP Coordinator.

_____ Sent a finalized draft of the dissertation to the committee at least one month prior to the defense date (or in their desired time frame, if it differs).

Note: If one or more committee members requests a printed or bound copy of the dissertation, students are responsible for printing a copy (or copies) and providing it to them. Copies can be ordered on campus from Print Solutions or from an external vendor such as FedEx.

_____ Defended the dissertation to the committee's approval.

Note: If a faculty member must attend remotely, you are responsible for arranging this for your exam.

Post-Dissertation Defense

_____ Completed revisions required by your dissertation committee, if any;

_____ Once the committee has accepted the revised dissertation, completed the "Award of Degree" form, which you receive via email link after you have submitted the GAFD. The form routes to the committee and TRIP director for signature;

_____ Submitted the [dissertation to the Graduate School](#), along with relevant forms and fees;

Note: Be sure to complete this step by the Grad School's absolute deadline at the very latest. If you think you will have any trouble doing so and still want to graduate this semester, contact gad@binghamton.edu to see if this will be possible.

_____ Revised formatting required by the Graduate School, if any (this step applies to most people);

Note: Once you have submitted your dissertation, the Graduate School reviews your draft. They will contact you in one-to-two weeks to let you know what formatting you need to fix. After you make the changes, you resubmit your draft and they review it again before your dissertation is accepted;

_____ Requested a hardcopy be sent to TRIP (PO Box 6000, Binghamton University, Binghamton, NY 13905).

Commencement (Graduation) Ceremony

_____ Completed the "[Intent to Participate in Commencement Form](#)" by the spring deadline, if participating in the annual May ceremony, by the early May deadline

Note: The Graduate School prioritizes ensuring students have the opportunity to participate in commencement over their actual graduation status. Students may complete this form even if they have not yet graduated and arrange for their advisor (or another committee member) to attend the ceremony and hood them. This way, students who may not otherwise have the opportunity to participate in commencement (such as those who officially graduate in semesters other than spring) are able to do so.

_____ Purchased a cap and gown by the spring deadline;

_____ Secured a committee member to hood you at the ceremony and reminded them to

[sign up on the commencement website to reserve their regalia for the ceremony](#) (your chair, if they are available, or if not, one of your other committee members or a faculty member who you know and who can attend the ceremony).