

Dissertation Defense to Graduation

A Checklist for TRIP students during their final semester

Graduate School Forms, Pre-Defense

- ___ Complete the online [Graduate Application for Degree](#) (GAFD) form by the Graduate School's deadline.
Note: Completing this form does not compel you to graduate this semester, but the form must be approved in order to graduate.

Outside Examiner (a representative of the Graduate School)

- ___ Select, 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;
- ___ Determine whether the selected OE is on the [Graduate School's pre-approved list](#);
- ___ Inform the TRIP Coordinator of the OE nominee
Note: This step should be completed a minimum of one month prior to defense date;
- ___ If the selected OE is not on the pre-approved list, or is faculty at another institution, send the TRIP Graduate Director and Coordinator the following information to complete the [OE Request Form](#): (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 Graduate Director will contact the Graduate School to request approval for this person.
- ___ Receive notification 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.
- ___ Review other [dissertation formatting guidelines](#) from the Graduate School.

Scheduling the Defense

- ___ Revise dissertation chapters based on feedback from committee chair;
- ___ Share all or most of the dissertation with other committee members and revise based on their feedback;
- ___ Receive 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 they prefer;
*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;*
- ___ Consult the [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 recommended by the committee before submitting.

- _____ If graduating during the winter or summer term, request the TRIP Coordinator to register you for that term, as required by the Graduate School in order to graduate during the term.
- _____ Schedule the dissertation defense date and time with committee members and reserve a room through the TRIP coordinator.
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 or another online scheduler that covers a two-week period (minimum) works well for determining committee availability. Design the poll based on the committee members' availability and preferences for dates and times;
Note: If a committee member must attend remotely, you are responsible for arranging.
- _____ Confirm with the TRIP Coordinator the date and time of your defense and provide the finalized dissertation title for the announcement;
Note: Be certain that all committee members have verified with you that the date and time work for them before reporting them to the TRIP Coordinator for the scheduled dissertation defense announcement.
- _____ Distribute 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.
- _____ Defend 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

- _____ Complete revisions required by your dissertation committee, if any;
- _____ Once the committee has accepted the revised dissertation, complete the "Recommendation for Award" form; you should have received an email with a link to this form after submitting the GAFD. Once you complete this form, it will be sent to the committee members (including the committee chair) and then the TRIP Graduate Director for approval, followed by the Graduate School and the Records office.
- _____ Submit the [dissertation to the Graduate School](#), along with relevant forms and fees;
Note: Be sure to complete this step by the Graduate 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.
- _____ Make any format changes to dissertation as required by the Graduate School;
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;
- _____ Request a hardcopy be sent to TRIP (Erin Riddle, Translation Research & Instruction Program, PO Box 6000, Binghamton University, Binghamton, NY 13905).

Commencement (Graduation) Ceremony

- _____ Complete the [Intent to Participate in Commencement Form](#) by the deadline indicated and review other [commencement information](#) and requirements.
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 thereby 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 another semester) are able to do so.
- _____ [Purchase a cap and gown](#) by the deadline indicated;
- _____ Secure a committee member to hood you at the ceremony and remind them to [sign up on the commencement website](#) to reserve their regalia for the ceremony.