



GRADUATE SCHOOL OF
BIOMEDICAL SCIENCES

Molecular Pathology and Immunology Program

Thesis Defense Checklist

- Go here for [Graduation Information including Graduation Application Deadlines](#).
- Apply to graduate in Self-Service Banner. Rowan University confers degrees at the end of the Fall (December), Winter (January), Spring (May), and Summer (August) terms.
- Receive Approval to Write – This is decided at a thesis committee meeting.
- Set defense date with Thesis Advisory Committee:
 - Book a room on the Genesis Biotechnology Group campus and provide them with your title and abstract.
 - Provide the GSBS office with your title, abstract, date, room, and time details.
- Submit written final draft of dissertation to Thesis Advisory Committee and GSBS office **at least** two weeks prior to defense date. See the [Student Handbook](#) for formatting details.
- The GSBS Office will review formatting and inform student of required changes.
- On Defense Day, bring the [Final Dissertation Defense Report form](#) to your defense to obtain your Thesis Advisory Committee signatures.
- After your defense, bring this signed Final Dissertation Defense Report form to the GSBS office to obtain the department chair signature.
- If dissertation revisions are necessary, the GSBS office will contact the student and mentor with the follow-up procedure.
- When mentor or Thesis Advisory Committee (whichever is appropriate) gives final approval of dissertation, the student will submit 6 copies of the revised, approved dissertation on 24lb paper to the GSBS Office.
- Submit to the GSBS Office (gsbs-stratford@rowan.edu), a PDF of your final approved dissertation.
- Submit to the GSBS Office, the fully executed [Final Dissertation Defense Report form](#) with the mentor's initials and date, if thesis revisions are required.
- Enroll in LinkedIn- get started it's free. <https://www.linkedin.com>
- Complete the [Alumni Registration Form](#).