



Virtua Health College
of Medicine & Life Sciences
of Rowan University

Molecular Cell Biology & Neuroscience Program – Defense Checklist:
Dissertation (PhD) & Thesis (MS)

- ☐ Start here at [Thesis and Dissertation Requirements](#) for guidance from the School of Graduate Studies (SGS). Attend a Thesis/Dissertation Process & Formatting Information Session.
- ☐ SGS has several Graduate Academic Services to help you during this exciting time including Hootcamp Thesis & Dissertation Writing Retreat (a writing bootcamp) and Graduate Writing Support. To learn more, go [here](#).
- ☐ DO/PhD Students Only (DECEMBER): Contact Dr. Michele Tartaglia to request your Year 3 DO Clinical Rotation upon your return to SOM after your defense. You must submit the “Special Consideration Qualtrics Survey” online and e-mail any supporting documents to SOMClinicalEducation@rowan.edu with the subject title, "SPECIAL CONSIDERATION Documentation".
- ☐ Register for the SGS required Pre-Submittal Workshop on Canvas [here](#). This Rowan course will cost the student \$75 for the Thesis (MS) & Dissertation (PhD) Fee. This course details the thesis/dissertation approval process – it covers paperwork, formatting instructions, graduation/commencement deadlines, how to upload to ProQuest, academic integrity, writing resources, etc.
- ☐ Apply to graduate in Self-Service Banner (\$100). Rowan University confers degrees (graduation date) on the 30th day of December (Fall), January (Winter), May (Spring), and August (Summer).
- ☐ Submit your final written dissertation DRAFT (see the [Thesis and Dissertation Manual](#) for formatting details) to your Thesis Advisory Committee (TAC). All TAC members must approve it, using this [form](#), before you can set a defense date.
- ☐ Once approved, email the date (at least 2 weeks *after* TAC approval), the title, location (building and room), Webex link and the time of the defense to the TBES Office group email address: tbes@rowan.edu. Contact your department to book the room for your defense. The TBES office will publicly announce your defense information.
- ☐ On defense day, your TAC will complete the [Dissertation Approval Form](#) (PhD students) or the [Thesis Approval Form](#) (MS students) after your defense to determine if you have passed. You

will be notified in a timely matter regarding the outcome of your defense. If dissertation (PhD) / thesis (MS) revisions are necessary, the chair of your TAC will contact you with instructions.

- ☐ Complete the SGS requirements to upload your final dissertation/thesis by your graduation date on the 30th day of December (Fall), January (Winter), May (Spring), and August (Summer).
 1. If you would like to purchase a bound copy of your thesis/dissertation, this can be ordered and paid for by the student in ProQuest. For pricing of hard and soft copies, go to this link: <https://about.proquest.com/en/dissertations/dissertation-copy-options/>.
 2. If you would like ProQuest to register a copyright on your behalf, the student can order and pay an additional \$75 Copyright Fee in ProQuest, but this is entirely optional. It can also be purchased any time directly with the U.S. Copyright Office for the same price. Students can register their own copyright by following the instructions at this link: <https://www.copyright.gov/registration/>.
- ☐ Additionally, please: 1) fill out the [Alumni Registration Form](#), 2) complete the [Survey of Earned Doctorates](#) (*doctoral students only*), and 3) enroll in or update your [LinkedIn](#) profile for professional networking.

Doctoral students must successfully defend before Commencement to attend the Commencement Ceremony in May. Suggested sample timeline for a May defense and walking at the ceremony:

