



## Molecular Cell Biology and Neuroscience Program – Thesis Defense Checklist

- Go here for [Graduation Information including Graduation Application Deadlines](#)
- Apply to graduate in Self-Service Banner. Rowan University confers degrees on the 30th day of December (Fall), January (Winter), May (Spring), and August (Summer).
- Submit your final written dissertation draft (see the [Student Handbook](#) 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 a pdf of your approved dissertation, the date (at least 3 weeks *after* TAC approval), and time of the defense to the GSBS Office group email address: [gsbs-stratford@rowan.edu](mailto:gsbs-stratford@rowan.edu).

The GSBS office will:

1. Make the dissertation available to the entire faculty prior to the defense date.
2. Book SC-290 and publicly announce the defense date and time.
3. Review formatting of the written thesis.

On defense day, your TAC will complete an [online evaluation](#) 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 revisions are necessary, the chair of your TAC will contact you with instructions. Once the GSBS Office receives a fully executed Thesis Defense Vote Report, we will notify you to:

- Submit a pdf of your final approved dissertation to the GSBS Office ([gsbs-stratford@rowan.edu](mailto:gsbs-stratford@rowan.edu))
- Submit 3 copies of the approved final dissertation on 24lb paper to the GSBS Office.

Students can expect the bound copies to be available to them 1 – 2 month(s) after submission.

Additionally, please: 1) submit an updated CV, 2) fill out the [Alumni Registration Form](#), 3) complete the [Survey of Earned Doctorates](#) (*doctoral students only*), and 4) 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 May defense and walking at the ceremony:

