

Defending your Masters Thesis (vs a coursework Masters)

- You:**
 - Passed at least 2 breadth examinations
 - Have 18 graduate credits in two semesters
 - Have a total of 30 graduate credits (at least half in courses 600 or above)
 - Have a GPA 3.00 prior to graduation
 - Had your thesis approved by your preceptor and 2nd reader* before preparation of final copy (*This reader will usually be the member of the student's committee most qualified by research experience to offer constructive criticism)
 - Have at least 3 credits of CHE 997 (Masters Thesis)

Oral Examination/Seminar

- Chose another faculty member in addition to your committee to be on the committee for your defense (total of 4 faculty members). The chair needs to be outside the department.
- When you find a day and time that is convenient for all committee members, ask the department staff to assist you in finding a room.
- If you will need a projector and/or laptop be sure to reserve them with one of the staff.
- For the Masters degree – it is your choice as to whether you would prefer to have all members of the department invited to attend your defense or just your committee.
- Two weeks prior:** distribute thesis to the members of the committee

The seminar is considered a report to the Department on the research accomplished by the student. The oral examination should be at least one hour but normally not more than two hours. The examination should be primarily on the thesis and on its implications in related fields.

The following forms need to be filled out and filed with the graduate school. (Please make sure that the department office gets a copy of all forms for your file in our office)

- Diploma Request – done through your myslice account (graduation date choices are: December, May, June or August), the sooner you do this the better so you will receive all the mailings.
- Program of Study – preferably 2-3 months prior to defense; request a copy of your advising transcript from dept. administrative asst – this will help in filling out the coursework section of the form.
- Request for Examination (Committee plus one additional faculty member) – NO LESS than three weeks prior to the defense date – this is done online now.

*Forms can be downloaded from: <http://gradsch.syr.edu/download.htm>
See DEADLINE dates: <http://gradsch.syr.edu/need2grad.htm>