

Defending your Doctoral Dissertation

- You:**
 - Passed at least 3 breadth examinations
 - Completed 48 graduate credits, at least two-thirds in courses numbered 600 or above (a minimum of 18 graduate credits*)
 - Have a GPA* of 3.0
 - Successfully completed the Second-year oral examination.
 - Had your dissertation 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)

*(excluding CHE 638/690/990/997/999)

Oral Examination/Seminar

- You will need to contact a **faculty** member outside of the department to be the chair of your committee. If you have no idea who to contact you might want to ask your advisor or committee members if they know of someone you could ask.
- In addition to your committee members you will need to choose two additional faculty members (they can be from our department) – the committee will then consist of 6 people.
- 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.
- 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 need to be filled out and/or 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– As soon as a graduate date (December, May, June or August) is known, you can go onto myslice and input your intentions, the sooner 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 (done online)– NO LESS than three weeks prior to the defense date.

*Forms and Deadline dates can be downloaded from:

http://www.syr.edu/gradschool/em/current_whatyouneed.html

Once all corrections on thesis are complete – make sure to give Cathy a copy as the department will bind a copy of the thesis for you and for your advisor.