

SCHOOL OF MOLECULAR BIOSCIENCES
Graduate Student Graduation Checklist
Fall 2018

Important dates are on:

Last day to hold your dissertation or thesis defense (final examination) is November 16, 2018.

Last day to schedule your final examination is November 1, 2018, or at least 10 working days before your exam.

Last day for Application for Degree is October 5, 2018 (without a late fee).

1. You must have an approved program of study on file with the graduate school.
2. Enroll in MBIOS 700, 702 or 800 (at least 2 credits) in the semester in which you are planning to graduate. Based on your funding situation, etc. you may need to enroll full-time. Check with Tami Breske if you have questions.
3. **~Two months before your final examination, set up prospective date for final examination.** Your committee's calendars fill up fast. Contact Tami with date and time as you may need to change your date or time if it conflicts with another student's final exam (days and times are reserved on a first come, first serve basis).
4. **Apply for Degree for both master's and doctoral students** <http://gradschool.wsu.edu/graduation-application/> Candidates may not schedule a final examination until an *Application for Degree* has been submitted. Apply for graduation well before your defense date and pay your fees. You apply on-line (*myWSU*) for graduation and pay your \$50 graduation fee (by credit card). You will need your NID and password. The last date for Application for Degree is October 5, 2018 if you want your name to appear in the Commencement Program (Fall 2018). Application past this date will also incur additional fees.
5. **~ One month or earlier before the date of your exam, reserve rooms for the exam** and confirm the date and time with your thesis committee (be sure to get an e-mail confirmation from each of your committee members). You may need two rooms: one for your final seminar, and another, smaller room for your defense afterwards.
 - Scheduling your room: If you are reserving the seminar room BLS 402, please see Jason Handy (BLS 202). In addition, don't forget to reserve the same room for practice.
 - Needing a room outside BLS, please contact <http://www.scheduling.wsu.edu/> and let Scheduling know you need a MVI ready room (i.e. like CUE 202 – just plug in your computer and you are ready to give your presentation) for your final exam. Please reserve your room early as it may require 3-7 days for Scheduling to reserve the room!!!! And in the comments, please put Tami's name and e-mail as an authorized contact.
 - If you need to reserve a departmental laptop or projector, be sure to sign up early. The equipment may be picked up in BLS 202.
6. Have a written draft of your thesis or dissertation for your PI and committee to review and approve to schedule for your defense. Please be considerate and allow enough time for your committee to read the thesis or dissertation.
Dissertation/Thesis Submission Guidelines and Formatting Requirements are found on Graduate School Website under Forms. <http://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-submission-guidelines.pdf>

7. **At least 10 working days prior to your exam/defense (don't count weekends or holidays):**

- Obtain signatures of your committee members on the Graduate School scheduling form, downloadable at <http://gradschool.wsu.edu/documents/2015/03/final-exam-scheduling-for-masters-and-doctoral.pdf> Please bring the form to Tami after obtaining signatures of the committee members. She will check the form, obtain Dr. Watt's signature and submit to the Graduate School. Last day to submit scheduling form is November 1, 2018. Last day of defense is November 16, 2018.
NOTE: If you worked with human or animal subjects or biohazards in your research, you **MUST** attach a letter of verification of your approval. The verification letter can be obtained from IACUC (iacuc@wsu.edu or 509-335-5353) if you worked with animal or human subjects. For a biohazard verification letter, contact Levi O'Loughlin with the Institutional Biosafety Committee (IBC), at ibc@wsu.edu (509-335-1585).
 - **Ph.D. students only:** Submit (upload) a *your pre-defense dissertation* to the UMI/ProQuest website <http://www.dissertations.wsu.edu/> You will be able to choose between traditional publishing (no charge) or open publishing (you will be charged – see website for current amount). The WSU microfilming fee is now waived; copyrighting your dissertation is an additional amount.
 - **M.S. Thesis students only:** Submit a PDF of your pre-defense thesis to the Graduate School at gradschool@wsu.edu
8. Tami will send you a draft of your Graduation Seminar Flyer to proof based on your scheduling form. PLEASE respond promptly with any corrections or changes you wish to make.
9. Practice, Practice, Practice your seminar
10. Two weeks before your final examination, e-mail Tami your thesis or dissertation for display in the academic office, BLS 102. Send an electronic copy to your committee members; ask them if they want a paper copy.
11. Day before final examination, DO NOT PANIC. You've been working for tomorrow for years, and you will do well. Eat, sleep, etc.
12. Day of final examination, relax. Wear comfortable shoes. Be confident—we believe in you.
13. After a successful defense, you have **5 working days** to make corrections and upload the final version of your thesis/dissertation to <http://www.dissertations.wsu.edu/>. For formatting and other procedures, download the Graduate School Thesis/Dissertation Checklist <http://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-final-checklist.pdf> and Copyright Acknowledgment form <http://gradschool.wsu.edu/documents/2014/12/hold-harmlesscopyright-agreement.pdf>
14. **Ph.D. students only:** please complete the **Survey of Earned Doctorates**, available on the Graduate School Forms website: <https://gradschool.wsu.edu/facultystaff-resources/18-2/>
15. Submit a separate final copy of your thesis or dissertation to BLS 102 for the departmental library. Please load as a PDF on a CD and with a permanent pen please list your name, abbreviated degree title (M.S. or Ph.D.), term and year of graduation, and the title of your thesis or dissertation.
16. Order an official WSU transcript for your records. Be sure to mark the box asking them to “Hold the transcript until degrees are posted.”

All Graduate School forms can be found at: <http://gradschool.wsu.edu/facultystaff-resources/18-2/>

As always if you have questions, feel free to contact Tami in BLS 102, 335-4318 or tamara.breske@wsu.edu

Graduating Students:

Please return this form to Tami in BLS 102, zip 7520, or please e-mail the information to: tamara.breske@wsu.edu. Thank you.

First Job: _____

Contact address after graduation: _____

Phone number: () _____ E-mail: _____