

Defense and Graduation Checklist

Congratulations on reaching this milestone! Here are some guidelines to help you through the process. More information can be found on the Graduate Program Guidelines on our website <<http://microbiology.science.oregonstate.edu/content/welcome-grads>> and in the communication you will receive from the Graduate School upon scheduling your defense.

Planning your defense

1. Contact your thesis committee at least two months in advance to schedule a date and time. Consider the busy schedules and eventual travel plans of your committee members.
2. Contact the graduate school to schedule your defense and make sure that you review their checklist
3. Reserve a room for your defense – make it large enough for the public
4. Send Mary Fulton your talk title, time, date, photos, room
5. If you would like to offer refreshments, it is your responsibility to provide them
6. Print a copy of the Microbiology Department scoring rubric for each member of your committee; your major professor is responsible for returning the completed rubrics to Mary Fulton after your exam

MS: <http://microbiology.science.oregonstate.edu/graduate-program-guidelines-ms>

PhD: <http://microbiology.science.oregonstate.edu/graduate-program-guidelines-phd>

After your defense, in addition to the graduate school requirements, we require:

1. A bound copy of your thesis for our library
2. Your participation in an exit interview with the department head

Before you leave the department,

1. See Sally or Mary about the exit checklist