Toxicology PhD/MS Defense Checklist

☐ 1. **Check with Liz to make sure you have all your requirements filled with courses and research.**

☐ 2. **Set date/time and room for your oral defense. Has every committee member agreed to this date/time?**

☐ 3. **Dr. Aleksunes needs to approve the date/time of the oral defense.**

☐ 4. **Liz will book rooms & IT help.**

☐ 5. **Send Liz flyer with zoom link, thesis title, and headshot 2 weeks before.**

☐ 6. **Will your advisor be hosting a party/celebration? If so, when/where?**

☐ 7. **Will your open defense be in person, hybrid, or zoom only?**

☐ 8. **Will your closed defense be in person, hybrid, or zoom only?**

☐ 9. **Dissertation is due to committee at least 2 weeks before defense (determine whether committee members prefer electronic or paper)**

☐ 10. **Dissertation must be complete and formatted to SGS guidelines before sending to the committee.**

☐ 11. **All forms can be done by original signatures, DocuSign, adobe sign, scanned signatures. The committee will need to sign your title page and the SGS paperwork. Dr Aleksunes will sign after your committee has signed off on the paperwork.**

☐ 12. **Committee membership - confirm that there are 4 JGPT + 1 external for PhD and 3 JGPT members for MS degree. Confirm that Dr. A has approved your external member (send her their CV).**

☐ 13. **If you need parking passes for friends and family, please contact Liz and she will send you a form to be filled out.**

☐ 14. **After your closed defense, make sure you have agreed upon with your advisor and committee any edits or requirements for final signatures (ie, thesis edits, submitted publication, etc).**

☐ 15. **You will need to register for 1 research credit if you do not make the cutoff date for degree completion. Please ask Liz.**

School of Graduate Studies

Master's With Thesis (check list)
(Final defense form) candidacy form for any Master's student

Doctoral Students (Ph.D.) (check list)
(Final defense form) candidacy form for Ph.D. Students

Digital Signatures:

- Protocol on verifiable e-signatures is outlined on the candidacy forms. Ph.D./ Master's
- Verifiable e-signatures are preferred (i.e. docusign, adobe sign, scanned signatures).
- When in doubt on the validity of a digital signature, a short email from the person who signed (included in the submission and attached as a PDF) will serve as verification.

How checklist materials must be submitted:

- All requirements must be sent together in one email before the deadline.
- All attachments must be in PDF format.
- Email only when all the required materials are completed.
- Please DO NOT send multiple emails with pieces of the checklist.
- Send complete submissions to **sgs.degree.submissions@grad.rutgers.edu**