

# CONFERRAL OF DEGREE CHECKLIST

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## AFTER THE DEFENSE

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- Complete all appropriate changes or revisions to your written document as a result of your defense.
- Verify your final document meets all requirements of the Policy for the Written Dissertation:
  - Cover Sheet (must be signed by advisor)
  - Table of Contents
  - Abstract
  - List of Figures & Tables
  - Introduction
  - Materials/Methods/Results (may be combined into single chapter)
  - Discussion
  - Contribution Statement (at the beginning of each chapter)
  - Copyright Release (when published manuscripts are included)
  - Acknowledgements (optional)
  - Bibliography
- Complete the Binding Form (found here: <https://www.upstate.edu/grad/students/forms.php>) and obtain the department account number and signature from your program administrator.
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Questions? Please contact [brennanj@upstate.edu](mailto:brennanj@upstate.edu).