Conferral of Degree Checklist

UPSTATE
MEDICAL UNIVERSITY
COLLEGE OF GRADUATE STUDIES

AFTER YOUR DEFENSE

☐ **COMPLETE all appropriate changes or revisions** to your written document as a result of/after 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 NSF Survey of Earned Doctorate Survey (PhD Students ONLY)**: https://sed-ncses.org/login.aspx

☐ **COMPLETE COGS exit survey**: https://redcap.link/studentexit

☐ **COMPLETE the Binding Form** (available here: https://www.upstate.edu/grad/students/forms.php) must obtain the department account number AND a signature from your department/program administrator. Submission details below.

☐ **COMPLETE the Commencement Information Form** (available here: https://www.upstate.edu/grad/students/forms.php) Submission details below.

☐ **SUMIT & UPLOAD the PDF of your dissertation/thesis with signed cover sheet AND Binding Form AND Commencement Information Form to the College of Graduate Studies:** https://forms.office.com/r/mT6FqLfztz

☐ **SUBMIT & UPLOAD the PDF of your dissertation/thesis to the online repository:** https://redcap.link/archive

Please Note: Students must submit the PDF of their dissertation to BOTH the online repository and the College of Graduate Studies using the respective links above before their degree will be conferred. Students are no longer required to print copies of their dissertation/thesis.

Questions? Please contact brennanj@upstate.edu.

rev. 12.21.21

Transforming students from consumers of knowledge into producers of knowledge

750 East Adams Street | Syracuse, NY 13210 | 315.464.4538 | biosci@upstate.edu | www.upstate.edu/grad | State University of New York