Syracuse University
Procedures for Graduate Candidates
STEPS
(version 2.0)
The Graduate School
303 Bowne Hall

Contents

Preparing for Your Oral Examination

Consult the Graduation Deadlines, published for each degree date by The Graduate School. This outlines procedures and deadlines you must follow to receive your degree for each of the annual four degree granting dates in May, June, August, and December. Please note that for purposes of this booklet, both the doctoral dissertation as well as the master s thesis will be referred to as the thesis unless otherwise noted.

File Diploma Request Card

File a Diploma Request Card with the Graduate School by the date specified in Graduate School Deadlines for your graduation date. Please note that you must file a Diploma Request Card early to receive commencement information in the mail. Master s candidates who expect to receive degrees in June or August may participate in the preceding May commencement, but will be mailed information only if their Diploma Request Card has been filed by the May deadline. No doctoral candidates may participate in May commencement unless all degree requirements are completed, including depositing the final, thesis in the Graduate School with all other required documents.

File A Program of Study

File two copies of the Program of Study form with the Graduate School. These copies must be approved and signed by your department and then forwarded to the Graduate School for approval.

Consult your Advisor

Consult your thesis advisor to begin preparation for your defense. Be sure that you are aware of all departmental procedures and regulations which pertain to your thesis and oral examination.

Submit Request for Examination

Your Graduate Recorder in the Graduate School must be notified of your intention to proceed with your defense. (See last page of this guide to determine your Graduate Recorder.) Do this by submitting your Request for Examination form at least three weeks before you intend to defend and at least ten weeks before your intended graduation date. The Graduate School publishes deadlines for each graduation date and are available at 303 Bowne Hall. The Request for Examination requires the signatures of your advisor and academic unit or departmental chair. It provides formal notification to the Graduate School that your department supports your request to proceed with your defense. In addition, the form lists the names of recommended committee members and the time, place, and date of the exam. The Graduate School recommends that each student suggest a chair for the oral examination. Your recorder must receive the Request for Examination by the posted deadlines to clear you to defend.

Obtain Graduate School Clearance

The following documents must be on file and approved by the Graduate School to be cleared for defense: Program of Study The final, up to date copy with appropriate signatures must be on file with your recorder at the Graduate School.

Transcripts Documentation for all post secondary coursework should be on file in the Graduate School. This includes courses being used for transfer credit.

Degree bearing transcripts are required for all prior degrees received. For degrees obtained outside the U.S., students must provide acceptable documentation of the degree, such as a certificate or diploma.

Coursework The Graduate Recorder will verify that all coursework and thesis or dissertation credits have been completed and recorded accurately.

Additional Degree Requirements The Graduate Recorder will check to confirm that all other requirements for your degree have been completed and all required supporting documentation has been properly filed with the Graduate School. This includes the results of your qualifying exam and tool requirements. The Graduate School will also make sure that all University, Graduate School, and department rules have been followed, such as time limits.

Obtain Format Approval

You must submit a copy of your thesis to the Graduate School for format approval at least three weeks before you defend. You will not be cleared to defend without format approval.

Select and Schedule Committee

Work with your advisor and department to assemble an oral examination committee appropriate for your academic work. Many academic units have specific procedures which must be followed. Select your committee and schedule your defense.

Formal Defense Notification

The Graduate School sends confirmation of your defense to all committee members. The defense is listed in The Record and posted in the Graduate School. The Graduate School generates a Committee Approval page which lists the members of your Oral Examination Committee. This is sent to the Chair of your Oral Examination for signatures at the conclusion of your defense. It is bound into the final thesis for publication.

Distribute Your Thesis

You must submit copies of the final version of the thesis in appropriate form to all members of the examination committee, including the chair of the oral examination, at least two full weeks before the scheduled date of the examination. This deadline is strictly enforced. If the full committee does not receive copies in time, the candidate is required to petition the committee and the Graduate School for permission to proceed with the scheduled defense. Your defense may be canceled if all committee members do not have a copy of your thesis in time. It is required that an additional copy of the thesis be deposited with your department two weeks before the defense. This may be reviewed by anyone who wishes to attend the defense.

Hold Your Defense

Consult your advisor about planning for your final oral examination. For example, in many disciplines it is traditional for the candidate to prepare a 20-30 minute presentation on the research before questioning by the committee begins. Good luck!

For additional information contact:

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The School of Management
The Maxwell School of Citizenship & Public Affairs
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Contact Information

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