



****Dissertation Defense Checklist for Doctoral Students****

1. Schedule the Defense:

- a. Confirm the date and time with the Dissertation Chair. Whenever possible, verify with the Dean's assistant to ensure that your chosen time accommodates the Dean's availability.

Note:

- b. The Assistant Dean of Graduate Programs and the PhD Program Chair must be notified of the defense date at least three weeks before the defense date.
- c. Defenses can only occur during the academic year (from the start of classes until graduation), typically on Mondays or Wednesdays.
- d. You cannot change the date or time of the defense without prior approval from the Dissertation Chair and the PhD Program Chair.

2. Defense Format:

- a. **In-Person:** If the defense is in person, check room availability with the Dean's Office Assistant, Kristin Osborn, at ko283@scj.rutgers.edu.
- b. **Virtual:** Include the Zoom link along with the date and time of the defense.

3. Submission of the Defense Announcement: Once the date is confirmed, or three weeks prior to the defense date, send a one-page copy of the defense announcement to Jimmy Camacho, the Assistant Dean of Graduate Programs, at jimmyca@scj.rutgers.edu.

- a. This announcement should include:
 - Day, date, time, and location of the defense (or Zoom link).
 - Title of the dissertation and your name.
 - Name of the Dissertation Chair.
 - Names of the committee members.
 - An abstract of approximately 350 words.

4. Distribution of Announcement: The Office of Academic and Student Services will distribute copies to the following:

- Dean
- SCJ Faculty
- SCJ Staff
- SCJ Graduate Students
- Posting on the 5th floor

5. Obtain Required Forms: Before the defense, download the online Graduate School-Newark Dissertation Defense Report from <https://gsn.newark.rutgers.edu/phd> and the Doctoral Requirements & Deadlines form from <https://gsn.newark.rutgers.edu/phd>. *Carefully read over the material!*

6. Post-Defense Signatures: After the defense, each PhD committee member must sign Part A of the Graduate Defense Report for the Degree of Doctor of Philosophy.

- 7. Complete and Submit Forms:** Fill out the second page of the Graduate Defense Report and submit it to the PhD Program Chair for their signature on both forms.
- 8. Final Steps:** Present the signed forms to the Assistant Dean of Graduate Programs and the PhD Program Chair for copying into the student's SCJ academic file. Email the original signed forms to The Graduate School Newark's Dean's Office at gsnsch26@newark.rutgers.edu for further processing.
- 9. Review Requirements:** Review the Doctoral Requirements & Deadlines Form (<https://gsn.newark.rutgers.edu/phd>) to ensure all steps are completed before and after the defense.

If you have any questions about the steps listed on the form, contact GSN for assistance at gsnsch26@newark.rutgers.edu.