

Final Defense Preparation

The steps leading up to your final oral defense and graduation are many. The rules are inflexible (for the most part). You need to understand the timelines in planning out your future!

Graduation Review

If all credits on your plan of work have been registered for, then the next step is to take care of all Y grades on your transcript.

- For CHM 8700 your advisor must email Erin asking that all grades be changed from Y to S.
- Check to make sure your seminar credits all have grades of S. If any still have Y grades, only the instructor of seminar in the term you registered can change your grade. Contact them directly to ask them to change your grade from Y to S.
- For all CHM 999x courses, you don't have to do anything. The graduate school will change these grades when they certify your degree.

Estimate your timeline for your final defense.

You need to remember to build in time for your advisor to read and suggest changes before allowing your committee to read it. Your committee must also be done reading the document at least two weeks before your final defense. So even if you only give them one week to read it, you must still be done writing and revising at least **THREE WEEKS** before your defense.

Register.

The Graduate School policy is that you must be registered for candidate credits (either CHM 9994 or CHM 9995) the semester that you defend. So once you have an estimate of your final defense date, make sure you are registered for that term. Email phdstudents@wayne.edu with your name and id number and which course and term you wish to register for to get permission.

Apply to graduate.

You do this in Academica. In the Student Resources section of your homepage, there is a Student Record menu. Click on "Apply for Degree or Certificate" and choose the appropriate semester. Please note that there are final defense deadline dates posted on the grad school website. If you are not going to make the deadline for that term, you should select the next available term to apply for graduation.

Your first and best resource is <http://gradschool.wayne.edu/>

PhD Student Information link has three sections you want to review:

Degree Completion Deadlines

Final Defense

Dissertation/Thesis Format Guidelines

If you have difficulty navigating to the Graduate School forms, there is a direct link on the <http://chem.wayne.edu/> Important Links page.

Deadlines leading up to your final defense:

- One to two months before your final defense
 - o Your committee members are aware of your timeline and that they are available to schedule your final defense.
- Three weeks before defense – You have a dissertation that has been read and approved by your advisor.
 - o Submitted electronic version of dissertation to Melissa by email: melissa@wayne.edu Students usually use .pdf format.
 - o Distributed your dissertation to your committee to be read.
 - o Conferred with your committee to determine the final defense date and time. Make sure you have reserved a room. Email rooms@chem.wayne.edu to reserve a room in the Chemistry building.
- Two weeks before defense
 - o Obtained your committee members signatures on final report form stating that they have read and approve your dissertation for final defense.
 - o Obtain all committee signatures on the Conflict of Interest form.
 - o Submit forms with all signatures (Final report and Conflict of Interest forms) to Melissa. She will obtain Dr. Kodanko's signature on the final report form.
 - o Submitted forms with all signatures will be submitted to the PhD office of the Graduate School by Melissa.
 - o Submitted your electronic dissertation on the graduate school website for format check. Do not do this until you have received Melissa's email stating that Dr. Kodanko's signature is on the Final Report form. This indicates you have "passed" the departmental check.
 - o Created an announcement - see last page for sample, but it can look any way you choose as long as the same basic information is on the page.
 - o Emailed phdstudents@wayne.edu and melissa@wayne.edu with the announcement as a .pdf attachment.
 - o Emailed faculty@chem.wayne.edu with the announcement information included in the text of an email.
 - o Mailed the announcement through campus mail to the university offices that are required for public defense. See labels you receive from Melissa. Give completed announcements with labels on them to the front desk (room 169) to be put in campus mail.
- The week leading up to your defense
 - o Posted announcement by elevators on all floors in the Chemistry building.
 - o The Final Report form and Examiners Report form will be sent by email from the Graduate School in the week leading up to your defense. It is

usually sent to your advisor and Melissa. Melissa will forward it to you in case you need a backup copy. If you haven't received it at least two days before your defense, please notify Melissa so she can get the forms from the Graduate School.

- The day of your defense
 - Before: Bring ~5 copies of your title page to the defense with you for signature by your committee (if allowable) and confirm your advisor has printed and brought the Final Report and Examiners Report form to the room to record the results
 - After: Ensure both forms are completed and will be returned to Graduate School within 48 hours (you may return to Melissa to complete this task).
- Two weeks after your defense
 - Sign the ETD permission form at https://library.wayne.edu/forms/etd_permissions.php
 - All changes to your dissertation must be completed and the electronic version submitted to the Graduate School online in the same manner as the format check
 - All Graduate school surveys must be completed (3 online)
 - On the graduate school website, these surveys can be found in the link titled, "Final Defense" Under the title, "Procedures Before Final Defense" you can find the Dissertation Title & Previous Degree survey. Under the title, "Procedures After Final Defense" you will find the other two surveys: Survey of Earned Doctorates, and Doctoral Student Exit Survey.
 - Original signed title page delivered to Graduate School
 - Final dissertation (hard copy **not** bound) and original signed title page delivered to Melissa for departmental binding
 - The remaining title pages are for you to use in the case that you decide to get your dissertation bound for your advisor, yourself, and/or family and friends.
 - Chemistry Checkout form completed and returned to Melissa

WAYNE STATE UNIVERSITY

Department of Chemistry

Final Public Oral Defense For the Degree of

DOCTOR OF PHILOSOPHY

Sanjaya C. Abeysirigunawardena

Advisor: Prof. Christine S. Chow

**Biophysical Investigations of Structural and
Stability Changes in Helix 69 of *Escherichia Coli*
23S rRNA**

**Monday, September 8th, 2008
Room 237, Chemistry
2:00 PM**