

MGM Graduation Guidelines and Checklist

The basic requirements for graduation, established by the Graduate School and the Program, are:

1. A minimum of two semesters of HBM 699 Dissertation Research in Molecular Genetics & Microbiology following the advancement to candidacy;
2. A first-author research publication;
3. A public dissertation seminar and acceptance of the dissertation by the student's dissertation defense committee and the Graduate School.

Students may be given permission to write and defend the dissertation upon the *submission* of a first-author manuscript provided that both the student's advisor and dissertation defense committee approve the request.

Graduation Checklist:

1. International students must meet with the Visa & Immigration Services office to begin the application for optional practical training (OPT). International students cannot work (or be paid) in the U.S. after graduation unless OPT is in place. It can take a couple of months to complete the application process so students are urged to begin the process well in advance of the planned graduation date.
2. The Graduate School must approve the Dissertation Defense Committee four weeks prior to the defense. Send the names and affiliations of your committee members to the Graduate Program Director and indicate who is serving as chair of the committee. If the outside committee member is not at BNL, CSHL or SBU, you must also provide a current version of his/her NIH Biosketch or CV.
3. Review the [Graduation Information](#) on the Graduate School website. This site contains dissertation templates, current deadlines, and other useful information.
4. [Apply for Graduation](#) on the Graduate School website.
5. Set the dissertation defense date with the Dissertation Defense Committee and reserve seminar and conference rooms for the defense. Program policy requires the defense to be a minimum of two weeks before the Graduate School deadline for submission of the dissertation in order to provide adequate time for revision of the dissertation.
6. The Graduate Program Director must submit the dissertation abstract on the ['DDD' form](#) to the Graduate School no later than three weeks prior to the defense date.
7. Send high-resolution images pertaining to your research that may be used for your defense announcement to the Graduate Program Coordinator ~3 weeks before the defense date. The use of personal photographs is not in keeping with Program convention and is strongly discouraged.

8. Send an updated CV to the Graduate Program Director for the creation of the dissertation defense program.