

BIOCHEMISTRY GUIDE TO GRADUATION

1. Check your supervisory committee listing in both DukeHub and T3:

Make sure it matches the committee that will be present at your defense (which must contain at least four graduate faculty members). Your Research Advisor should be indicated as Chair. If you need it updated or need to change your committee, notify the DGSA immediately. Changes require **30 day advance** approval by the Graduate School of a DGS-signed Committee Nomination Form which can be found on the Biochemistry [website](#).

2. Apply for Graduation (Intention to receive degree):

When a student and his/her advisor have agreed that the student is ready to finish within a semester, the student will need to **Apply for Graduation** at least two weeks prior to his/her defense *and* no later than the initial submission deadline for his/her graduation term.

- Log into the [Duke Hub](#) and navigate to Academics. Scroll down to Program/Degree Selection and click to open the application for graduation, which should include a list of degree programs for which you are eligible to apply.
- If you applied to graduate in the previous term but did not, you would need to apply again for the current term.
- If you are completing a certificate program, you must apply to graduate separately in DukeHub.

By Applying for Graduation, you inform the Graduate School that you are planning to graduate in a particular semester. An “Apply for Graduation” form is good for only one semester and does not carry over to the next. Thus, if you file in the Fall and do not defend, you must file a new form in the Spring. Click [here](#) for the latest Application for Graduation deadlines.

3. The Written Dissertation:

The Graduate School has very specific guidelines for the written dissertation’s format, and strongly recommends all students use the MS Word template to reduce the chance of serious formatting problems that could delay graduation.

The dissertation templates and the Guide for Electronic Submission of Thesis and Dissertations, along with other helpful information can be found [here](#).

A. Initial Electronic Dissertation Submission To UMI/ProQuest (“Format Check”):

The initial submission must take place at least two weeks before your defense and no later than 5:00 p.m. on the deadline date. **Note:** If you submit your initial dissertation/thesis on the deadline date, you cannot defend until 14 days after that. Initial submission of the dissertation or thesis means that the document is complete.

View the [Initial Submission deadlines](#) for each semester

Submit your dissertation [here](#). This initial submission of your dissertation to UMI/ProQuest is to check the format. The information you provide at the initial submission will be forwarded first to the Graduate School Administrator for approval. Do not destroy the original file from which you created the PDF, you will need this version for revision purposes. Revisions of your thesis/dissertation may be uploaded after your defense. More information about [Electronic Theses and Dissertations \(ETDs\)](#) can be found at the [Graduate School Site](#).

After you submit your electronic dissertation/master's thesis to ProQuest, you will receive an email informing you of any formatting problems and providing a link to request an optional format check meeting with your assigned ETD administrator.

B. Dissertation Submission to the Supervisory Committee:

One month (no less than 3 weeks) prior to your exam date, submit a complete copy of your dissertation to each committee member (generally by email, but provide printed copies upon request), and **upload into T3**. Also, upload an updated version of **your CV into T3**. **If students do not meet this deadline, their oral defense date is subject to postponement.**

4. Advisor Letter & Official Defense Announcement:

No later than one month prior to your exam date, or at the time of the initial submission of your dissertation:

A. **Send an email** to the [DGSA](#) with the following information for creation and posting of the Departmental Defense Announcement:

- **Date, time, and place of dissertation seminar & defense** (virtual link, if needed)
- **Your name** (as it appears on your dissertation title pages)
- **Title of dissertation** (including any special fonts/symbols)
- **Your Advisor's name**
- the DGSA will create a ***Dissertation Seminar Flyer*** and email it to all department faculty, graduate students, and postdocs. The DGSA will also post flyers in the Nanaline Duke Bldg. If you would like copies to post at other campus locations, please notify the DGSA.

B. The DGSA will then ask your advisor to initiate the **T3 Milestone for the Dissertation Defense**. This will automatically generate an Advisor Letter and the Official Defense Announcement via the T3 portal. These documents will automatically be sent from T3 to the Graduate School.

Note: *For students who have Co-Advisors, only one is needed to initiate the Defense Milestone in T3, but that one should have an appointment in the Biochemistry Department.*



Provided you have done the following...

- Submitted your Applied for Graduation form (entered via DukeHub)
- Have an approved Dissertation Committee (Graduate Faculty membership verified and Committee submitted to GS for Dean's approval at least 30 days prior to defense)
- Given the DGSA information (title, date, time, location, virtual link if needed) for your Official Defense Announcement (DGSA entered into T3)
- Checked with your Advisor that they initiated and approved the Advisor Letter in T3
- Submitted your dissertation to UNI/ProQuest
- Entered into T3 your: dissertation, professional development activities, and CV

...you are ready to defend!



5. The Dissertation Defense:

The Defense consists of a public hour-long **seminar** held in a seminar/classroom or virtually. Following the seminar, a **final examination** of the written and oral presentations of the thesis is required to be administered by ALL members of the supervisory committee. At the conclusion of your defense, the supervisory committee will confer and vote, and the completed T3 evaluations will be forwarded to the DGS for approval. This will generate the Final Exam Certificate which will be sent to the Graduate School by the DGSA.

6. Final Submission:

Final submission of your revised dissertation must occur within 30 days of your defense; however, if you defend within 30 days of the semester deadline of your graduation date, you must adhere to the semester deadline. **Deadlines are subject to change, so be sure to check.**

a. **Submit revised PDF file to UMI/ProQuest:**

The final version of your dissertation, taking into consideration the revisions required by the Graduate School **and** the revisions required by your committee. You will receive notification when the Graduate School has accepted your dissertation.

b. **Submit the following materials to the Graduate School after your defense:**

- i. Completed "Survey of Earned Doctorates."
- ii. Signed "Non-Exclusive Distribution License and Dissertation Availability Agreement"

Note: *If, at the end of the semester/term, the student cannot meet the above deadlines, the student will need to register for the next term or semester in which the degree will be awarded and apply for Graduation again for the new term.*

==> Please also complete the Graduate School's computer-based Ph.D. Exit Survey that will be automatically sent to you upon completion of your dissertation.

ADDITIONAL INFORMATION FOR GRADUATES

Electronic Theses and Dissertations (ETDs)

For submission procedures and guidelines, see the Graduate School [ETD Guidelines](#). For MS Word or Adobe Acrobat help, call the OIT Help Desk at 919-684-2200. For technical help with the PDF submission, contact UMI [support](#) or visit the [Graduate School](#).

ETD Copyright Information: **When you submit your thesis/dissertation electronically, you will** also permit Duke University to make it available online through [DukeSpace](#) at Duke Libraries. View the following links for additional information about [ETD Availability](#) and the [Non-exclusive Distribution License and Dissertation Availability Agreement](#), including the options to request an embargo. For more information see: [Copyrights](#), [ETD Technical Help](#)