Microbial Biology Graduate Program - How to Graduate in 2015-16

If you plan to graduate in the 2015-16 academic year please talk to Dr. Zylstra about the process as early as possible. He will check your coursework to make sure that you are eligible for graduation and go through the procedure below.

**Deadlines!**

<table>
<thead>
<tr>
<th>Graduation Date</th>
<th>Diploma Application Deadline</th>
<th>Candidacy and Thesis Deadline</th>
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<tbody>
<tr>
<td>October, 2015</td>
<td>October 1</td>
<td>October 1</td>
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<tr>
<td>January, 2016</td>
<td>January 6</td>
<td>January 13</td>
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<tr>
<td>May, 2016</td>
<td>April 1</td>
<td>April 15</td>
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1) The procedure for applying for your M.S. or Ph.D. degree is at [http://gsnb.rutgers.edu/academics/how-apply-degrees](http://gsnb.rutgers.edu/academics/how-apply-degrees). This web page lists all the requirements for the degree, including deadlines and the many forms and fees.

2) You must register for your diploma (note the deadline in the table above) and you must have your defense and all the paperwork completed by the Candidacy and Thesis Deadline above. It is very important to make sure that you obtain all the required signatures before the deadline! Your committee must sign, Dr. Zylstra must sign, and the graduate school dean must sign the Candidacy Form before the deadline.

3) You must have the appropriate amount of course credits and research credits for graduation. Please have Dr. Zylstra calculate these for you before you meet with your committee.

4) If you are a Ph.D. student or a thesis M.S. student you must have a thesis. Talk to your research advisor on his requirements for length, style, and content. You should also check [http://gsnb.rutgers.edu/academics/how-apply-degrees](http://gsnb.rutgers.edu/academics/how-apply-degrees) and follow the links for Electronic Thesis and Dissertation (ETD) Submission, Thesis and Dissertation Style Guide, and Thesis and Dissertation Workshops.

5) If you are a Ph.D. student or a thesis M.S. student you must also have a thesis defense.
   5a) In consultation with your advisor you need to make a thesis committee. Three professors (including your advisor) are needed for the M.S. defense and four professors (including your advisor) are needed for the Ph.D. defense. Dr. Zylstra needs to approve the members of your thesis committee so when you have chosen the people please send him their names.
   5b) You need to schedule a defense date. Please make sure that you email Kathy Maguire and Dr. Zylstra the title of your thesis and the date, time, and place of your defense at least a month in advance. Kathy Maguire will circulate notices about your defense so that other students and faculty may attend.
   5c) Please send Dr. Zylstra a PDF copy of your thesis at least one week before your defense. He needs to check your thesis for plagiarism and provide a report to your thesis committee.
   5d) You must bring the completed candidacy form to your defense. For thesis M.S. students this form is at [http://gsnb.rutgers.edu/candidacy-masters-degrees-form](http://gsnb.rutgers.edu/candidacy-masters-degrees-form). For Ph.D. students this form is the same as for your Qualifying Exam (see Kathy Maguire to obtain your form). Please make sure that the courses you list on the candidacy form are in chronological order. At your defense the committee must sign the candidacy form that you passed. For M.S. students the committee must sign in two places - Section A and Section C.
   5e) After your defense bring the form to Dr. Zylstra for his signature. You then need to bring the form to the graduate dean's office on the College Avenue Campus before the deadline.
6) If you are a non-thesis M.S. student you must write a review paper with a faculty member as your advisor. Dr. Zylstra can give you example review papers from previous Microbial Biology students.

6a) In consultation with your faculty advisor you need to make a committee of three professors, including your faculty advisor. Dr. Zylstra needs to approve the members of your committee so when you have chosen the professors please send him their names.

6b) You need to schedule a date to present your review paper to your committee. Please make sure that you email Kathy Maguire and Dr. Zylstra the title of your paper and the date, time, and place of your presentation at least a month in advance of the meeting. The presentation is not a public event so only your committee will be present.

6c) Please send Dr. Zylstra a PDF copy of your review paper at least one week before the meeting with your committee. He needs to check your paper for plagiarism and provide a report to your committee.

6d) You must bring the completed candidacy form to your presentation. The form is at [http://gsnb.rutgers.edu/candidacy-masters-degrees-form](http://gsnb.rutgers.edu/candidacy-masters-degrees-form). Please make sure that the courses you list on the candidacy form are in chronological order. At your committee meeting the professors must sign the candidacy form that you passed. For non-thesis M.S. students the advising professor must sign Section B and the entire committee (including the advising professor) must sign Section C.

6e) After your presentation bring the form to Dr. Zylstra for his signature. You then need to bring the form to the graduate dean's office on the College Avenue Campus before the deadline.