Graduate degree candidates need to complete steps below to complete their degree requirement. The dates each step must be completed by can be found in the “Graduate Student Handbook”. It is the STUDENT’S responsibility to complete these tasks.

**BEFORE YOU DEFEND YOUR DISSERTATION**

**STEP 1:** Students are responsible for applying for graduation online (in SIS using the “Academics” header) and submitting a hard copy of “Application for Graduation” to Student Services. The application must be signed by your advisor and Biology Department Chair. A copy must be given to the Graduate Program Assistant.

**STEP 2:** All master’s and doctoral degree candidates must complete the Graduate Exit Survey. It will be emailed to your Tufts account by the Office of Institutional Research.

**STEP 3:** Ph.D. candidates must complete the Survey of Earned Doctorates. MS candidates do not need to complete this survey.

**STEP 4:** WRITE YOUR THESIS.  Thesis or Dissertation Sample Title Page

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**BRING TO YOUR THESIS DEFENSE**

**STEP 5:** Certificate of Fitness

THIS FORM IS SIGNED BY ALL COMMITTEE MEMBERS AT YOUR THESIS DEFENSE – BRING A HARD COPY TO YOUR DEFENSE

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**AFTER YOUR THESIS DEFENSE**

**STEP 6:** Approval of Thesis/Dissertation for Submission

This form is signed by your primary research mentor AFTER you have made any changes/corrections to your thesis. You must turn in this form BEFORE you can submit your final dissertation.
STEP 7: Thesis/Dissertation Electronic Submission

Online service (ProQuest/UMI) to submit your final (revised) thesis. Formatting requirements and guidelines can be found in the Graduate Student Handbook.

STEP 8: Commencement

If you wish to participate in graduation activities (held in May) – you will need to complete the list of commencement requirements (information on the commencement website and includes how to get a robe/hood etc…).