



Medical College of Wisconsin GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

PhD Dissertation Final Checklist

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| <p>At the DEFENSE obtain Signatures:</p> <p>* _____ Report of the Final Examination</p> <p>* _____ Confidential Report of the Dissertation Defense</p> <p>* _____ Signature Page
(Be sure to create your own. Your mentor will retain and submit this to Grad School when all degree requirements are met)</p> <p>* _____ Application for the PhD Degree</p> <p>_____ Supporting letter from mentor for outstanding award</p> | <p>Then make an appointment with the Director of Enrollment or designee</p> <p>_____ turn in Binding form
- all copies of your Dissertation on 20# paper 8 ½ x 11"
- signature of program's administrator
- payment if applicable</p> <p>_____ Submit one copy on disk of the Dissertation with an Abstract and CV for microfilming and one additional copy on disk for Graduate school</p> <p>_____ Turn in one copy on regular paper of the Dissertation with an Abstract and CV plus one copy on disk for \$\$\$ award consideration by March 1, if desired</p> <p>_____ Provide paper = total # of copies above to reproduce the signature page. The Dean's signature will be obtained for you.</p> <p>_____ Complete the "Survey of Earned Doctorates"</p> <p>_____ Obtain signature from the librarian to indicate no money is owed</p> <p>_____ Obtain signature from the Bursar for graduation fee (\$115.00) due December 1st. (Make check payable to Medical College of Wisconsin.)</p> <p>_____ Complete an insurance form to end or extend coverage</p> <p>_____ Fill out "Post Graduate Student Information form" to provide a forwarding address, phone #, email address, and future job details</p> <p>_____ Turn in your MCW ID card</p> |
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***mentor will submit forms**