

The Checklist for Graduate Study in Therapeutic Sciences at Brown University

THIRD YEAR & BEYOND:

- Classes:
 - Therapeutics-related elective or other elective course(s), and/or fourth elective if have not completed within first two years
 - If writing thesis, register for dissertation credits BIOL 2990
 - Complete Advanced Responsible Conduct in Research (RCR) - 4th year Fall/Spring semester
- Focus intensively on thesis research:
 - Meet at least twice per year with Thesis Committee (one of these can be via email)
 - Complete Committee Meeting Report Form before meetings to present to Thesis Committee
- Pre-Thesis Defense
 - Pre-defense Meeting with Thesis Committee 1-3 months before defense
 - Reach out to the Graduate Program Coordinator (ruth_mattson@brown.edu) once receive greenlight from Thesis Committee to schedule defense
 - Discuss defense timeline, funding issues, healthcare issues, with Thesis advisor and TSGP Program Coordinator (Ruth Mattson) before finalizing a defense date.
 - Review [Graduate School Policies](#) on degree requirements & tuition regulations
 - The written thesis is delivered to the Thesis Committee member at least two weeks prior to the defense
 - Fill out [Dissertation Defense Information Form](#) and submit to Barbara Bennett in the Graduate School with cc to the co-DGS and Ruth Mattson at least two weeks prior to defense.
- Post-Thesis Defense:
 - Submit the **signed copy of your signature page** to [Barbara Bennett](#) and copy the Graduate Program Coordinator (ruth_mattson@brown.edu)
 - Submit your thesis electronically at <https://library.brown.edu/etd/>. Send the Graduate Program Coordinator (ruth_mattson@brown.edu) an electronic copy of your final thesis.
 - Obtain a Letter of Clearance from the Bursar indicating that all outstanding debts have been paid.
 - Complete the Exit Documentation required by the Graduate School, which you will find on the Grad School's [Dissertation Guidelines](#) page under "Submission of the Final Copy".
 - If you are leaving Brown, please turn in building keys, lab notebooks, electronic files that are property of the lab, and anything else you need to leave behind.
 - Communicate your post-graduate plans to the Graduate Program Coordinator at ruth_mattson@brown.edu.
 - Request that everyone call you "Doctor" from now on!
- Attend:
 - TSGP Fall Meet & Greet
 - Monthly TSGP seminars & lunches
 - Monthly TSGP Data Clubs
 - TSGP Annual Retreat in May
 - Annual meeting with Thesis Advisor and Program DGS
- Present:
 - Third Year Talk
 - Scientific meetings (for travel policies, [click here](#))
- Publish as appropriate (one accepted first-authored, peer-reviewed is required by graduation)
- Submit an application for a fellowship for where there is eligibility, if not already done