

CHECKLIST FOR THESIS/DISSERTATION DEFENSE

1. Detailed information regarding the thesis/dissertation defense can be found in the Graduate Student Handbook. Be sure to read this information thoroughly before proceeding.
2. Establish the date and time for your public seminar and thesis exam with your major professor and your advisory committee. Check with Kristi regarding dates the department chair is available, as the chair must also attend your defense. **To graduate in the term in which you defend, your defense must be completed three weeks prior to the end of the semester.**
3. Provide information for the announcement memos to Kristi, at kristia@uidaho.edu, no later than **three weeks prior to the defense**.
4. Submit “Request to Proceed with Final Defense” form to the College of Graduate Studies (COGS). This form is available on the COGS web site. Ph.D. students are required to submit this form a minimum of **10 working days** prior to the date of the defense so that it may be legally advertised on campus. **Please note the Location of Defense field on this form should contain the location and time of your public seminar, not the location and time of the thesis exam.**
5. Reserve a room for your public seminar and a separate room for your thesis. Contact Kristi in the main office so that the reservation of the appropriate rooms can be made. Note that room requests for university classrooms should be made **at least two weeks in advance of the event**.
6. An electronic copy of your thesis must be in the main office for review **no later than two weeks prior to the defense**.
7. At the time you submit your “Request to Proceed with Final Defense” form, COGS will issue you the “Final Defense Report” form. This will be used to report the results of your final defense to COGS. The completed form should be photocopied prior to submission to COGS and a copy submitted to the department’s main office.