

## *Checklist: Graduation & Thesis/Dissertation Defense*

**Note: Allow time for possible absences of those who must approve or sign.**

(Date)

1. \_\_\_\_\_ **STUDENT** applies online for Graduation by deadline (see EXSC-Modified Deadlines list).
2. \_\_\_\_\_ **Graduate secretary** reviews student's progress report and ask student's committee chair to confirm student can meet the deadlines.
3. \_\_\_\_\_ If approved, **graduate secretary** enters the decision on AIM and provides copies of thesis/dissertation to the entire committee.
4. \_\_\_\_\_ **Committee** approves thesis/dissertation for delivery to the GRADUATE COORDINATOR by approving in Gradprog under Ready for Defense.
5. \_\_\_\_\_ **STUDENT** brings copy of the manuscript to the GRADUATE COORDINATOR **at least 1 week prior to the defense**. If approved, GRADUATE COORDINATOR e-mails **graduate secretary** that the Defense can be scheduled.
6. \_\_\_\_\_ **STUDENT** schedules T/D defense by bringing a Defense Scheduling form signed by all committee members to the graduate secretary **at least 5 days before defense date/time** (24 hours is permissible; more advanced notice is preferred).
7. \_\_\_\_\_ **Graduate secretary** schedules the room and invites faculty and students.
8. \_\_\_\_\_ **Committee** and **STUDENT** conduct the defense. **Committee chair** enters outcome of meeting in Gradprog (Pass, Qualifications, Recess, Fail); all **committee** members approve outcome. If outcome is anything except Pass, **Committee chair** enters instructions for what needs to be done (**Committee** may approve right after defense; **Committee chair** should wait until qualifications/instructions have been met). Once these qualifications/instructions have been met, **Committee chair** enters the new outcome. *Note: When committee approves Defense on Pass in Gradprog, all 699R/799R T grades are automatically changed to P.*
9. \_\_\_\_\_ **STUDENT** modifies T/D according to **committee** direction.
10. \_\_\_\_\_ **STUDENT** e-mails an e-copy of the T/D, including what style guide they want to use (e.g., APA, AMA; required) to the **graduate secretary**. The T/D should be formatted according to Department requirements. **Graduate secretary** works with student on any formatting and readies the document for submitting as an ETD.
11. \_\_\_\_\_ **STUDENT** uploads final version of T/D to Gradprog under ETD before the deadline for approval by Grad Studies, the **graduate secretary**, and the College, with final approval by Grad Studies.