

CHECKLIST FOR FINAL DEFENSE OF THESIS/DISSERTATION

1. a) Establish the date and time for your colloquium and final defense exam with your major professor and your committee. Check with Kristi in regards to 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 3 weeks prior to the end of the term.**
- b) Submit “Request to Proceed with Final Defense” form to the College of Graduate Studies. This form is available on the College of Graduate Studies 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 of this form should contain the location and time of your colloquium, not the location and time of the closed exam.**
2. Reserve a room for your colloquium (public presentation of your research) and a separate room for your defense (closed door). Contact Kristi in the main office so that the reservation of the classroom can be made. Note that room requests for university classrooms should be made at least two weeks in advance of the event.
3. Obtain a copy of the announcement memo and colloquium flyer from Kristi, complete and return to her, by email, to: kristia@uidaho.edu.
4. The announcement memo and the colloquium flyer must be posted in the department and distributed to faculty **no later than two weeks prior to the defense.**
5. An electronic copy of your thesis/dissertation must be in the office for faculty review **no later than two weeks prior to the defense.**
6. At the time that you submit your “Request to Proceed with Final Defense” form, the College of Graduate Studies will issue you the “Final Defense Report” form. This will be used to report the results of your final defense to the College of Graduate Studies. The completed form should be photocopied prior to submission to the College of Graduate Studies and the copy should be placed in your file in the department’s main office.
7. For the deadlines for submission of your thesis or dissertation, see the College of Graduate Studies website (<http://www.uidaho.edu/cogs/>). Go to the left hand frame, and click on the Dates and Deadlines button. The thesis and dissertation advisor is Melinda Deyasi; she can be contacted at melindad@uidaho.edu.