

CHECKLIST FOR PRE-THESIS/DISSERTATION DEFENSE

1. Detailed information regarding the Pre-thesis Defense and requirements for the proposal can be found in the Graduate Student Handbook. **Be sure to read this information thoroughly before proceeding.**
2. Establish the date and time for the defense with your major professor, your committee and the department chair. You may check the availability of the department chair's calendar by contacting Kristi at kristia@uidaho.edu (**The department chair will determine whether he/she will chair the defense or designate a faculty member from the Graduate Affairs Committee to fulfill this role; however, the department chair must always be consulted and offered the opportunity to chair the defense.**)
3. Reserve a conference room for the defense. Rooms are reserved through Kristi at kristia@uidaho.edu.
4. Obtain an electronic copy of the announcement memo from Kristi; complete and email the form to her at kristia@uidaho.edu.
5. The announcement memo must be posted in the department and distributed to faculty **no later than two weeks prior to the defense.**
6. An electronic copy of your research proposal must be submitted to your committee and to Kristi at kristia@uidaho.edu for faculty review **no later than two weeks** prior to the defense.
7. Provide a copy of the "**Research and Curriculum Progress Form**" to your major professor and committee. This form should be filled out and signed following the defense. It is your major professor's responsibility to submit this form to the main office for your file. (Note: This form is found on the graduate page of our department's web site. It is strictly a departmental form and does not go to the College of Graduate Studies.)
8. Because this defense is also your Advancement to Candidacy step, your major professor and committee will need to fill out and sign the College of Graduate Studies' "**Report of Preliminary Examination and Advancement to Candidacy Form**" which can be downloaded from COGS' website. This form must be submitted to COGS as well as Biological Sciences main office to be placed in your file for future referral.

REMINDER: You should be registered for one credit of BIOL 524, Research and Curriculum Progress, for the semester in which you schedule your pre-thesis defense.