* Dental School Masters in Oral Biology Graduation Checklist

Please use this check list to assist with preparation for graduation.

At the beginning of the Semester when you want to graduate:

* Conference with Advisors/Mentors for approval to write thesis and defend
* Meet with Joan Gagel (ULSD Room 239) for Degree Check of courses.
* Submit “Application for Degree Form” via ULink to Registrar office:

 [http://louisville.edu/registrar/commencement-information.html/copy\_of\_degree\_information\_next](http://louisville.edu/registrar/commencement-information.html/copy_of_degree_information_next%20)

Graduate School calendar: <http://louisville.edu/calendars/academic/undergrad-grad>

The following are the deadlines for thesis application through Summer 2018:

**Spring 2018:** February 1, 2018

**Summer 2018:** August 7, 2018 (likely to change)

* Guide to the Preparation of Theses:

 <http://louisville.edu/graduate/current-students/thesis-dissertation-information/thesis-dissertation-guidelines-1>

* Submit SIGS “Request to Schedule Final Oral Defense” Form

 <http://louisville.edu/graduate/current-students/thesis-dissertation-information>

* + About 3 weeks before oral Defense, confirm date with Dr. Scott
	+ <https://graduate.louisville.edu/sigs/Programs/theses-dissertations>
	+ Give signed hard copy of form to Gerard Buono, ULSD Room 256
* Give Thesis to committee to read at least 2 weeks before defense
* Post seminar announcements
	+ Schedule seminar room
	+ 2 weeks before defense
* Thesis Defense Seminar and exam
* Email a PDF copy of the thesis to Gerard Buono (MSOB Administration)
* Student exit survey (see Gerard Buono)
* Submit electronic PDF copy of thesis to Courtney Kerr (SIGS Administration)

SIGS Deadlines for turning in the final signed thesis:

**Spring 2018** - April 27, 2018

**Summer 2018**- August 7, 2018

**Fall 2018**-November 30, 2018

* Commencement: apply for the graduation ceremony:

 <http://louisville.edu/commencement/>

-Register for U. of L. Convocation (Graduate School)

-Register for Dental School Convocation (DMD)