**Defense Checklist**

\_\_\_\_\_ Student apply for graduation (be aware of deadlines)

\_\_\_\_\_ Pre-Defense Committee Report signed by all members (found on website under “Forms”)

\_\_\_\_\_ Room booked/virtual link created (contact Program Coordinator)

\_\_\_\_\_ Program Coordinator contact Dr. Egilmez for approval approximately **2.5 weeks prior** to defense

\_\_\_\_\_ Program Coordinator submit the online form to SIGS <http://louisville.edu/graduate/faculty-staff/policies-and-procedures> “Request to Schedule Final Oral Defense Form” **two weeks prior** to defense. Please send him/her an email with the following information

 Title of Thesis

 Date and time of Defense

 Location

 Principal Advisor(s)

 Committee Members

\_\_\_\_\_ Flyer sent to seminar list and posted

\_\_\_\_\_ Post-Defense Reception Flyer (if applicable)

\_\_\_\_\_ Variance Form Request (if applicable, e.g., more than four years in candidacy)

\_\_\_\_\_ PhD Approval Form

**IMPORTANT INFORMATION:**

* Student is required to be enrolled in the semester graduating, and mentor pays candidacy fees for that semester (Exceptionally variance request can be submitted if student does not meet the deadline for the previous semester and defends at the beginning of the following semester)
* If student won’t be able to meet deadlines for semester and won’t graduate:
	+ Student must email Courtney Kerr to cancel degree application, as soon as possible
	+ Student must enroll in following semester (NO AUTOMATIC ENROLLMENT–once student applies for a degree (MS or PhD) the automatic enrollment stops)
	+ Mentor must pay that semester’s candidacy fees