**Defense Checklist**

\_\_\_\_\_ Student apply for graduation (Spring 2020 – Feb 15)

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

\_\_\_\_\_ Room booked (send email or come see Program Coordinator to book)

\_\_\_\_\_ Approval by Dr. Egilmez approximately **2.5 weeks prior** to defense

\_\_\_\_\_ Submit 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. The Program Coordinator will submit this. 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)

\_\_\_\_\_ Dissertation Committee Report

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

**IMPORTANT INFORMATION:**

* Student is required to be enrolled in semester graduating, mentor pays candidacy fees for that semester (NO EXCEPTION)
* 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