

# Thesis Checklist

Please consult the Graduate Program Guidelines for more detailed information.

- The Committee Appointment Form. This form should be completed and turned in as soon as possible after the prospectus is approved. All signatures must be original. If the outside reader is out of state; an e-mail from their university account directly to the Administrative Assistant's university account stating, that they have agreed to participate and have no conflicts of interest, will suffice. Please ask that they include their current CV with this e-mail.
- The thesis prospectus, approved by the project director AND the second department reader via signatures on a hard copy of the prospectus, should be turned in to the Administrative Assistant by the date listed on the Graduate Program Calendar.
- Apply for degree via Ulink by the deadline provided on the Graduate Program Calendar.
- Work with your project director on an appropriate time-line. Consult the graduate program calendar for the last day to defend the thesis (14 days prior to the end of the term, as per SIGS guidelines). Consult the SIGS web site for submission and formatting guidelines.
- Contact your committee to schedule the date and time of your defense. All committee members must agree on the date and time prior to submitting the information to the Administrative Assistant. Complete the Schedule a Final Defense Form once the day and time are confirmed by all committee members.
- Contact SIGS (graduate@louisville.edu, 852-6495) to go over your dissertation's formatting. **Be sure to review the formatting procedures prior to this meeting.** (The earlier you are able to schedule this the better)
- Contact the department's Technology Specialist (852-6932) if you will need any phone conference, skype, or other technology needs.
- The Administrative Assistant will inform you of your room reservation (it is also acceptable to hold your defense in a faculty member's office). Pass all time/location information along to your committee members.
- Meet with your committee and defend your thesis. Your director will be given a folder with forms for you and your committee members to complete.

**After you have completed the defense turn the following forms/information in to the English Department.** SIGS has separate requirements. Consult the Thesis/Dissertation Information page on their web site for more information on their requirements.

- Copy of the signature sheet - information on formatting found on page 16 of the SIGS formatting guidelines.
- Copy of up to date CV, with UofL degree listed
- Completed Student Survey (in folder)
- Completed self-assessment (in folder)
- Placement information: Plans after UofL (i.e. further schooling, job, etc.)

Notes: