

Graduating students, have you...

☐ **Submitted your application to graduate via ULink? [early in the semester]**

This puts your name on the graduation list and should be done even if you're not 100% certain you'll graduate this semester. (It's easier to take you off the list than add you at the last minute.)

☐ **Set up a meeting with the DGS? [in 1st half of semester]**

In this meeting, we'll go over your record to make sure everything looks okay and discuss the procedures and paperwork leading up to graduation.

☐ **Completed your Thesis/Dissertation Advisory Committee Form? [by mid-semester]**

<http://louisville.edu/artsandsciences/academics/graduate-education/student-resources>

You are asked to complete the form and have your committee members sign it electronically. Remember that one committee member must be from outside the department. Once you have all the necessary signatures, send the form to the DGS to submit to the Department Chair.

☐ **Discussed deadlines and procedures with your committee members? [all semester]**

Faculty members may have different preferences regarding how far in advance they want to receive drafts of the thesis and whether or not they want to receive chapters individually as they are completed; it's up to you to confer with them about this process and to make sure they are aware of the various deadlines.

☐ **Scheduled your defense and sent this info to the DGS? [at least 2 weeks prior to defense]**

You are responsible for setting the date and time of your thesis defense in discussion with your committee members. Conventional wisdom says to allow at least two weeks between the defense and the deadline to submit the final version of your thesis to the Graduate School (4/24/20 this semester); that way you'll have ample time to deal with revisions and formatting. Once you have settled on a time/place/venue (talk to Chad White in the Department Office if you want to schedule GH 304), send this info to the DGS.

☐ **Made an appointment with the Graduate School to review your record? [before defense]**

Contact gradadm@louisville.edu to set up a brief meeting. This is normally just a formality to verify your record and make sure that you have met all requirements for graduation.

☐ **Submitted your defended/revised/formatted thesis to the Graduate School? [4/24/2020]**

This is the one deadline that absolutely cannot be fudged. Guidelines for the proper formatting and processing of theses is here: <http://louisville.edu/graduate/current-students/thesis-dissertation-information>.

☐ **Completed an exit interview survey? [prior to graduation]**

Contact the DGS to receive the form. We want to hear about your experience in the program and what you plan to do after graduation!