

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. Bodduluri for approval approximately **2.5 weeks prior** to defense
- _____ Program Coordinator submit the online form to Graduate School <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 (Program Coordinator)
- _____ 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