

Defense Preparation Checklist

Preparing for Defense:

- Verify with Graduate Program Coordinator (GPC) that all University and Departmental degree requirements have been met (ie. Unit count, TA-ship, annual assessment(s), etc.):
 - If you did not satisfy 290 or 598/99 units you will need to petition
 - If you did not register for 501, you will have to do so retroactively
 - If you did not complete annual progress assessments you will need to petition.
- Verify with GPC that your dissertation committee has not changed since your Qual. If there has been a change in committee from the time of advancement, a committee I-A form, must be submitted prior to defending.
- Submit an electronic copy of your dissertation to GPC and committee four weeks prior to defense. The GPC will not prepare the Doctoral Form III until you do so.
- Two weeks prior to your defense send Stefani your abstract, name of Chair, and time/date/location of defense.
- Send a reminder to committee about your defense; they all must attend.
- Take the signature page to your defense** and bring the signed page to the GPC to make copies before filing with the Graduate Division. The GPC will take the Doctoral Form III to your defense and submit it to the Graduate Division.
- Meet filing deadline by submitting your dissertation electronically, the original signed signature page, and a copy of your dissertation title page.

Filing Dissertation:

- The date on your signature page reflects the month & year of your defense.
- The date on your title page reflects the month & year of degree conferral.
- Grad Div requires that if you have a co-chair on your committee, both faculty members will need to be listed as “co-chairs” on the title page and signature page.
- E-file dissertation via pro-quest, submit copy of title page & original signature page.

Binding Dissertation:

The department will cover the cost to have **three (3)** copies printed and bound. One copy will be kept in the departmental collection, the second stays with you, and the third will be given to your advisor. *If you want additional bound copies you will order them via ProQuest at the time you file.*

- Fill-out and submit the dissertation bindery form online. You will receive an electronic copy of the filled out form via email.
- Email the pdf version of your dissertation that you filed with ProQuest along with the bindery form to ordernow@sbprinter.com, or you may stop by the 2nd floor of the UCEN. Whether you choose to take care of this via email or in-person, you must mention that you are covered under the Materials Department.

Exiting the Department:

- Fill-out an exit form at the Front Desk and return keys if you have any with the Department.