

## Thesis Defense Checklist

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- Meet with the Program Directors or Program Assistant to receive a copy of the Thesis Formatting Guide and other information on defending and graduating.
- Submit your **Application for Degree** online through GSTS by the required deadline (found online at The Graduate School (TGS) academic calendar). TGS uses this to reserve your slot in graduation (which occurs in June and December).
- Schedule a date with your committee. Make sure you reserve a room using the online Life Sciences Scheduler, which can be done through the Program Assistant. If the room you are using does not have a built-in projector, be sure to reserve a projector, too.
- PROVIDE A COPY OF YOUR THESIS TO YOUR COMMITTEE AT LEAST ONE WEEK BEFORE YOUR DEFENSE.**
- Before your thesis defense date, go to the Neurobiology main office and get the **MS Thesis Signature** form. After your committee has approved your thesis and defense, have them sign the form. Fill out the rest of the information and return the form to the MS Program Assistant.
- Complete revisions/edits (if any) required by your committee, and submit your **completed and properly-formatted thesis via PDF to the MS Program Assistant** (see Thesis Formatting Guide).
- Complete the exit survey via Qualtrics.
- If you plan to attend Commencement in June, confer with The Graduate School for details on location, date, tickets, etc.