



Student Checklist for Final Defense and Graduation

- _____ 1. Confirm with the Graduate Coordinator completion of degree requirements (*recommended at least two semesters before anticipated graduation*)
- _____ 2. Schedule final exam with committee
- _____ 3. [Request warrant](#) no less than *6 weeks prior to exam date*. Livestream public seminar? (*Note: Livestreaming works best in 1211 BSB; livestreamed defenses outside of our complex cannot be guaranteed.*)
- _____ 4. [Apply to graduate](#)
- _____ 5. Review [Completing Your Degree](#) on the Graduate School website
- _____ 6. Review [Guide to Preparing Your Doctoral Dissertation](#) on the Graduate School website
- _____ 7. Circulate thesis to thesis committee *2 weeks before exam date*
- _____ 8. Complete and submit [Summary of Accomplishments](#)
- _____ 9. Determine thesis deposit date; this is the last day you will be a graduate student
- _____ 10. Advise seminar instructor of thesis deposit, if applicable. (Not applicable if defending in the summer session.)
- _____ 11. Grade change form needed? Bring to final defense
- _____ 12. Defend; get Committee members' signatures on final warrant
- _____ 13. Complete Online Doctoral Surveys
- _____ 14. Deposit dissertation, final warrant, and certificates of completion of Online Doctoral Surveys; **OR** deposit dissertation, schedule exit interview with Graduate School, and bring final warrant and certificates of completion of Online Doctoral Surveys to interview