

CHECKLIST FOR PRE-THESIS DEFENSE

1. Detailed information regarding the pre-thesis defense and requirements for the written proposal can be found in the Graduate Student Handbook. Be sure to read this information thoroughly before proceeding.
2. Register for BIOL 524 during the semester you plan to complete your pre-thesis defense. Establish the date and time for the pre-thesis defense with your major professor and your supervisory committee.
3. Contact Kristi at kristia@uidaho.edu at least three weeks prior to the defense to provide the information for the pre-thesis defense announcement.
4. Reserve a conference room for the pre-thesis defense. Rooms are reserved through Kristi at kristia@uidaho.edu.
5. An electronic copy of your written proposal must be submitted to your major professor, supervisory committee, and the departmental office for review two weeks prior to the defense.
6. Provide a copy of the “Research and Curriculum Progress Form” to your major professor. This form should be filled out and signed following the defense. It is your major professor’s responsibility to submit this form to the main office for your file. (Note: This form is found on the graduate page of our department’s web site. It is strictly a departmental form and does not go to the College of Graduate Studies [COGS]).
7. For Ph.D. students, this defense is also your Advancement to Candidacy step. Your major professor and committee will need to fill out and sign the COGS’ “Report of Preliminary Examination and Advancement to Candidacy Form” which can be downloaded from the COGS website. This form must be submitted to COGS and a copy provided to the Biological Sciences main office for your file.