

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. Establish the date and time for the pre-thesis defense with your major professor, your supervisory committee, and the department chair. You may check the availability of the department chair's calendar by contacting Kristi at kristia@uidaho.edu. The department chair will determine whether he/she will chair the defense or designate a faculty member from the Graduate Affairs Committee to fulfill this role.
3. Contact Kristi at kristia@uidaho.edu no later than 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 and supervisory committee 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. Because 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.

REMINDER: You should be registered for one credit of BIOL 524, Research and Curriculum Progress, for the semester in which you schedule your pre-thesis defense.