

## BCB CHECKLIST FOR FINAL DEFENSE OF THESIS/DISSERTATION

- Establish the date and time of your public oral defense (~1 hour) and committee exam (~2 hours) with your major professor, committee and BCB Director. **Final defenses must be scheduled prior to the last three weeks of the semester.**
- Contact the BCB Program Manager to reserve rooms for your public oral defense and committee exam.
- Submit the “Request to Proceed with Final Defense” form to the College of Graduate Studies (COGS). This form is available on the COGS website. Ph.D. students are required to submit this form a minimum of **10 working days** prior to the date of the scheduled defense so that it may be legally advertised on campus.  
**Please note: The location of defense field of this form should contain the location and time of your public oral defense rather than the location and time of your closed committee exam.**
- An electronic copy of your thesis/dissertation must be submitted to your major professor, committee and BCB Director no later than **two weeks prior to your defense.**
- At the time you submit the “Request to Proceed with Final Defense” form, COGS will issue you the “Final Defense Report” form. This will be used to report the results of your final defense to COGS. The completed form should be photocopied prior to submission to COGS and submitted to the BCB Program Manager for your file.
- Email the BCB Program Manager the title of your thesis/dissertation no later than **two weeks prior to your defense.**
- **Updated submission deadlines of your thesis/dissertation can be obtained on the COGS website at <http://www.uidaho.edu/cogs>. Go to the frame on the left side of the page and click on “Dates and Deadlines.”**
- **The COGS thesis/dissertation advisor is Kathy Duke (kduke@uidaho.edu@uidaho.edu)**