

CHECKLIST for PhD Dissertation Defense

<https://grad.illinoisstate.edu/students/thesis-dissertation/>

Note: The Graduate School must approve your dissertation and give permission BEFORE you can take the Oral Dissertation Defense Examination.

1. Check the Graduate School website for submission deadlines for all forms the semester before you want to defend (in the Fall semester for Spring/Summer defenses and in the Spring semester for Fall defenses)
2. Successful completion of the combined qualifying exam and proposal defense (by start of 5th semester).
3. Successful completion of course requirements
4. Have two publications submitted to or accepted at a peer-reviewed journal
5. Schedule and Present a School Research seminar in the semester you wish to defend
6. Complete the Doctoral Degree Audit Form and submit to the Graduate Director, and apply for graduation
7. Submit the School of Biological Sciences Right to Defend Form and Graduate School Right to Defend Form to the Graduate Director
8. Have your dissertation draft authorized to be defended by (1) your Dissertation Committee and (2) the Graduate School
9. Schedule your defense at least one week (seven days) after your Right to Defend has been approved by the Graduate School
10. Submit an electronic copy of the approved dissertation draft to the Biological Sciences office at least one week (seven days) BEFORE the scheduled defense date.
11. Notify the Biological Sciences office of the Defense Examination date at least one week (seven days) BEFORE the scheduled defense date.
12. After you have passed the Dissertation Defense Examination an electronic final copy of the approved dissertation must be uploaded to ProQuest.
13. Submit the Outcome of Defense form and the Final Deposit checklist