Grad Student PhD Defence Checklist

This checklist is meant as a guide to the PhD Student and does not need to be submitted to MGO.

At least 7 weeks before Oral Defence:
- Ensure that your supervisor has obtained proper approvals for External Examiner. (Grad Officer & Associated Dean approvals).
- Submit an electronic copy of a completed Notice of PhD Thesis Submission that has been signed by your Grad Officer/Chair to your dept grad coordinator. The grad coordinator will forward to MGO.

After selection of the External Examiner, contact between the EE, supervisor and student should be kept to a minimum. MGO will be communicating with EE up until the defence.

Week 5 before Oral Defence:

Week 4 before Oral Defence:
- Submit a signed, electronic copy of your Thesis Receipt form to MGO.

One Week after the Defence:
- Defence results will be emailed to the student, the supervisor(s) and grad coordinator.
- Once your supervisor has approved all the edits that are required by the committee, he/she will email MGO and confirm that this has been completed to their satisfaction. At that time, MGO will create a Doctoral Thesis Acceptance form which will be signed by the Associate Dean. This form will then submitted to GSO and you may then upload your thesis to UW Space.

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