

Ph.D. Defense Checklist

- Notify department office as soon as defense date is known so appropriate rooms can be reserved
- Email department office (kathy.lucas@colostate.edu) the title and abstract of thesis/dissertation no later than two weeks before your defense date so announcements can be sent out regarding your upcoming defense.
- Submit GS25 Application to Graduate School before semester deadline
 - Important Grad School forms and dates are **here**
- Submit GS24 Defense Results to Graduate School within two business days of defense
 - After defense, please bring a copy of form to the department office for inclusion in your student your file.
 - Student responsible for submitting this form to Graduate School within 2 business days.
- Thesis/Dissertation Submission Form
 - **You will prepare this form.**
 - Bring completed form to your defense for your committee to sign, Department Head will also sign the Department Chair line, so please type the appropriate name on the form.
 - **Form**
- Submit thesis/dissertation electronically
 - More details **here**
 - Before your thesis/dissertation will be accepted, you need to submit the Thesis/Dissertation Submission Form
- Ph.D. Candidates: Compete online Survey of Earned Doctorates
 - **Survey of Earned Doctorates**
 - This survey is asking about three important topics: your educational history, your post-graduation plans, and your background information. It should take about 20 minutes to complete. If you suspend at any time and come back to the questionnaire, all your previous responses will be preserved and you will be started at the point in the section where you left off.
- You are required to be enrolled the semester you graduate.