

Defense Checklist

- **Please be aware of the [Thesis Office deadlines](#).** You must *defend and submit* your paper to the Thesis Office by the semester deadline for your thesis to possibly be released for that semester. Otherwise, you will need to apply for graduation for the following semester.
- You DO have to be registered for credits during the semester you defend.
- **Defense Date:** At least three weeks in advance of the date agreed upon between you and your committee, please let your Grad Advisor know the date, time, and room (or Zoom link)
- **Communicate with your committee:**
 - **Send your committee your thesis at least three weeks in advance.**
 - Please send any external members' email addresses to your Grad Advisor.
 - Verification: two weeks prior, your Grad Advisor will send an email to your committee to verify if you are ready to defend.
- **Send your announcement** to your Grad Advisor 10 days before defense.
 - 1st announcement will go out one week before defense.
 - 2nd announcement will go out the day before or morning of your defense.
- **Prepare your [Final Exam Form \(SOC\)](#)** the week before or week of defense. This form should be returned to your Grad Advisor when complete. It does not go to the Thesis Office.
 - In-person defense: Take the form with you to your defense to get it signed by your committee.
 - Virtual/Zoom defense: Form should be e-mailed to your Grad Advisor and electronic signatures will be collected via Docusign.
- **Submit your paper to the Thesis Office:**
 - You must defend your paper before you submit it. To submit your paper, click on the submission link (<https://gradschool.utah.edu/thesis/online-thesis-submission/>).
 - You will be prompted to enter the uNIDs of your chair and committee members. The system will send emails requesting signatures on the thesis forms. You do not need to email the signature forms yourself.
 - You can find your committee members' uNIDs in the CIS in your Graduate Student Summary.
 - Please e-mail your Grad Advisor for Mary Hall's (SOC Director) uNID.
- **Regarding Zoom meetings:** Best practice is to have your Committee Chair host the meeting so that he/she can let attendees in/out of the meeting during discussion periods.
- You do not need to register for credits in the semester following your defense.
- Grad Advisor contact info:
 - Jill (last names A-J) jill.wilson@utah.edu
 - Allen (last names K-Q) allen.hill@utah.edu
 - Sammie (last names R-Z) sammie.riley@utah.edu