

Physics & Astronomy

Dissertation Defense Checklist

Six Months Prior to Expected Defense

- Consult with your Research Advisor and confirm that your thesis will be ready to defend in the allotted time.
 - Your Dissertation Advisory Committee will be confirming your regular progress on formulating and writing your dissertation. The Progress Report Form will need to be submitted annually to the Graduate Program Coordinator after Qualifying Exam has been successfully completed.
- Form your final Dissertation Defense Committee and submit your proposed committee to the Graduate Program Coordinator for review and approval of the Director of Graduate Studies, together with the anticipated semester of completion.
 - Your advisor.
 - Two faculty members with primary appointments in PAS (one of whom should not work in your subfield).
 - One faculty member with a primary appointment outside of PAS.
 - A chair. The chair must work outside your subfield and have a primary appointment outside of PAS, but can have a secondary appointment in PAS.
- Begin to prepare your 1-hour public lecture presentation

Four Months Prior to Expected Defense

- In consultation with the Graduate Program Coordinator and your advisor, contact your thesis committee members and confirm that they will be available for your proposed defense date and time.
 - Plan on a 2-hour window, one hour for the presentation and one hour for the closed exam.
 - Be sure to avoid university holidays and other blackout dates (see the [Graduate Academic Calendar](https://www.rochester.edu/graduate-education/phd-students/phd-completion-process/#PhDcalendar) for specific dates and deadlines for your defense timeframe) <https://www.rochester.edu/graduate-education/phd-students/phd-completion-process/#PhDcalendar>
 - Please note that remote defenses are permitted, but if there is an in-person component, it must take place on University of Rochester property.
 - The Graduate Program Coordinator will find an appropriate space, with the exception of those planning to use the LLE Coliseum.
- Provide your ORC ID# to the Graduate Coordinator to create your record in [Sharepoint](https://phdprocess.ur.rochester.edu/).
<https://phdprocess.ur.rochester.edu/>

Six Weeks Before Your Confirmed Defense Date

- Submit your final pre-defense thesis to the Sharepoint system and notify the Graduate Program Coordinator that you have done so.
- It is recommended that you also send an email to your committee with your thesis attached and a reminder about the date and time of the defense. Please copy me on this email as well.
- Please note that no changes may be made to the dissertation once it has been sent to the committee.

Day of Defense

- Print the Defense Report Form and have all committee members sign the form after your defense.
- Return the form to the Graduate Program Coordinator
- An alternative to this is that the Chair emails the University Graduate Education Administrator, and copies all committee members, with the report of the result of Defense.

Post Defense

- Follow all post-defense instructions sent via email by the Sharepoint system. This will include instructions on uploading your final corrected thesis to the ProQuest system and completing the university exit survey.

