Defense Preparation Checklist

The purpose of this document is to provide an overview of the steps needed to prepare for your defense. You are receiving this form because we have received an approved Program of Study from the Graduate School for you. This list applies to both BEE & WRGP students preparing to defend their thesis, dissertation or final project. If you have any questions about these steps or have any suggestions to improve this form, please contact Annie Ingersoll at annie.ingersoll@oregonstate.edu.

Resources

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Checklist

- Verify your Program of Study is on file with the Graduate School.
- At least two weeks prior to defense date, file the Exam Scheduling form with the Graduate School
  - The Diploma Application is usually completed by the Graduate School thesis coordinator when the form is turned in.
  - Diplomas are issued four times a year, at the end of each term.
  - The Exam Scheduling Form may require additional changes to the Program of Study form
  - Putting the room on your Exam Scheduling form for the Graduate School DOES NOT reserve the room, it only tells your GCR where to show up. See more about scheduling below.
- Review thesis/dissertation/project copies for committee
  - Preliminary review copies of your thesis are due to your committee TWO WEEKS before your defense session—please see your advisor for specifics on content and timeline for this particular item!
□ **Student Status**
  o You must be registered for at least 3 credits the term you defend.
  o If you are defending in summer term, you should be registered for the summer session that coincides with your defense date. There is a grace period for defending as long as it’s prior to the start of the next term. **Defense deadlines.**
  o GRA, GTA & Fellowship recipients typically need to be registered for 12 credits during the school year (full time status); or 9 credits in the summer. Refer to your award letter to verify.

□ **Defense Scheduling**
  o Set a day and time with your committee
  o You must reserve the defense room:
    ▪ BURT 193 can be reserved in a notebook in the CEOAS Admin lobby
    ▪ WILK 203 can be reserved through Melinda Jensen.
    ▪ Regular classrooms can be reserved through the Schedule Desk (541-737-2181) or using the **scheduling system**. Good seminar style rooms include LINC 314 and KEC 1001; Strand Ag, Furman and the Beth Ray Center also have nice spaces. Ask Annie for the ‘special event CRN’ if you are going to request a regular classroom space.
    ▪ If you can’t find an open room, please contact Annie Ingersoll for assistance

□ **Webinar**
  o Remote participation: The Graduate School no longer requires a form.
  o Students have used Skype and Adobe Connect with success on their own laptops. **Webex** is also an option.
  o Technology for remote participation in your defense is your responsibility. There is no assumed IT support from either Student Services or RCS.

□ **Announcements.** We must publicly announce your defense **TWO WEEKS** prior to the defense. This is a program requirement. Send the following information to Annie Ingersoll, to announce in the OSU Calendar, WRGP & BEE Facebook pages, WRGP & BEE Mailing lists, and OSU Today:
  ▪ Full Legal Name
  ▪ Degree Program
  ▪ Advisors
  ▪ Thesis Title
  ▪ Date
  ▪ Time
  ▪ Location
  ▪ Photo of yourself or research (optional)

□ **Graduate Committee Representative**
  o Send Annie a list of all committee members. If someone needs to be BEE or WRGP Graduate Faculty, we need to submit paperwork well ahead of time.
Timing
- Be aware that you can defend up to the last day before the start of the next term and that still counts as the current term but be careful as this shortens up the time you have to get your final revisions in to the grad school. Extensions are sometimes granted.

MS to PhD students:
- Contact Student Development Office (?) or the Graduate School for more information BEFORE your defense as you need to do a concurrent degree form so that your degree completion and continuation can be seamless.

The Day of the Defense:
- Snacks are often provided by the student defending. Coffee, tea, and snacks like cookies or fruit are common items. Annie has a coffee carafe she can loan out on a limited basis.
- Webinar and/or video: student responsibility to arrange. Annie has a videocamera and tripod that can be loaned out as needed.

Postdefense:
- Revisions are due in 6 weeks or the first day of the next term, whichever comes first!
- ETD Submission Approval form is submitted to the Graduate School along with a copy of the title page once the final thesis/dissertation is approved and uploaded to ScholarsArchive.
- Do you intend to ‘walk’ at graduation? Verify commencement deadlines
- You will want to clear at your desk and turn in your keys once your revisions are final. If you have a departmental computer or laptop, it will need to be returned.
- Breathe deeply! If you made it this far, congratulations are in order!! 😊

This form can also be found in .doc format online on the WRGP Student Resources page:
http://oregonstate.edu/gradwater/student-resources

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