

## Steps to Graduation

### Checklist for Faculty

- Are you familiar with and understand the Graduate College Deadlines for completing the Graduate Degree Program: <https://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-deadlines>
- Have you read the report/thesis/dissertation, AND is it ready to send to the rest of the Graduate Committee? NOTE: this needs to be accomplished *at least* 1 month before the tentative oral defense date.
- Have you signed the Final Oral Defense Approval form? (See Biosystems Graduate Programs D2L site >> Forms >> Forms for Faculty)
- Have you signed the Journal Paper Certification form? (See Biosystems Graduate Programs D2L site >> Forms >> Forms for Faculty)
- Has the student uploaded the PhD Defense announcement to the D2L Assignment folder? NOTE: this needs to be done at least 1 week before the oral defense. (Form is in Biosystems Graduate Programs D2L site >> Forms >> Forms for Students)
- Has your PhD candidate completed the announcement of their PhD defense form in GradPath? (NOTE: this step is not required for MS candidates)
- Has your PhD candidate completed their defense committee form in GradPath? (NOTE: this step is not required for MS candidates)
- Have you approved PhD defense announcement and defense committee forms in GradPath? (NOTE: this is not required for MS candidates)
- Have you read the Graduate College's Final Oral Defense Instructions for Major Professors & Graduate Committees AND shared it with the rest of the Graduate Committee PRIOR to the oral defense? (Instructions are available in the Biosystems Graduate Programs D2L site >> Forms >> Forms for Faculty)
- Have you copied/downloaded the Assessment of the Oral Defense of Report/Thesis/Dissertation and provided a copy to each Graduate Committee Member? (See Biosystems Graduate Programs D2L site >> Forms >> Forms for Faculty)

- Have you collected the completed Assessment of the Oral Defense of Report/Thesis/ Dissertation from each Graduate Committee Member AND sent them to the Academic Program Manager (Dava)?
  
- Have you recorded the results of final oral defense of PhD candidate in GradPath OR you have notified the DGS and Academic Program Manager the results of the MS candidate's defense?
  
- Has the student completed checking out of your lab, returned borrowed equipment, returned lab keys?