PREPARING FOR YOUR DEFENSE OF THESIS

PREFACE

1. Log on to the Graduate School home web page and click on “Information for Current Students.” You will discover a variety of forms that must be filled out, signed, and submitted at the appropriate juncture in your graduate program.

2. The forms listed below should have been processed prior to your defense:
   a. Advisor/Thesis Committee
   b. Application for Admission to Candidacy
   c. Graduation Application – electronic form is submitted directly to the Graduate School.

THE PROCESS

1. Thesis Defense Steps
   - Establish, and subsequently schedule, a mutually-convenient date-and-time with your Advisor and Thesis Committee at least two or three weeks prior to the defense.
   - Reserve HH 300 (or other appropriate conference room); Susan or Elaine will assist you in this regard.
   - Fill out the Thesis Defense Form, obtain signatures, and submit to Susan.
   - Deliver a paper-copy of your thesis to each committee member at least a week in advance (two weeks preferably).
   - Send an email, at least two weeks prior to the defense date, to sballant@mines.edu stating the defense date-and-time and place, as well as your graduate-program (MME or ML). Susan will then send you, by return email, an electronic sample/template to use for creating a poster announcing the Thesis Defense. Prepare such a poster containing your name, date, time, place and the title of your thesis together with an abstract. Send Susan an electronic copy of the Poster, and post approximately 5 copies in Hill Hall at least a week in advance of the Defense.

2. Upon successful defense of the Thesis, the Work Completion Form will be processed as follows.

   a. For MME Students
      Dr. Martins (Chair of the MME Graduate Affairs Committee) is responsible for preparing this form. A packet consisting of the Form and procedures for conducting the thesis defense is delivered to the Chair of the Thesis Committee prior to the Defense. The Work Completion Form, with signatures of your Committee Members, and upon the recommendation of your Advisor/Co-Advisors, is subsequently endorsed by the Head of the MME Department. This Form is then deposited with Susan. She will make a copy for your student’s file and copy/copies for the Advisor/Co-Advisors, and also have the original delivered to the Graduate Office. Check with Susan, a few days after the defense; to determine that she received and processed this Form.

   b. For ML Students
      The process is essentially the same as for a), except that you are responsible for obtaining (from the Graduate School home web page) and subsequently delivering to the Chair of the Thesis Committee, the Work Completion Form, at the time of your Thesis Defense. The Form will be signed by the Members of your Thesis Committee. With approval of your Advisor/Co-Advisor, obtain the signature of the Head of the MME Department and deposit the Form with Susan for processing as described in a).