EAPS Thesis Defense Checklist

☐ In the semester prior to the thesis defense: PAOC students should give a pre-defense seminar.

☐ At least two months prior to thesis defense: Student should ensure the composition of the thesis committee is correct. If there have been changes to the committee since the Thesis Proposal Submission form was submitted to the Education Office, the student should re-send the Thesis Proposal Submission form with an amended committee list. The form is available on the EAPS Graduate Student Resources page of the EAPS website.

☐ One month prior to the thesis defense: Student schedules informal meeting or meetings with members of the TEC to discuss the thesis.

☐ At least two weeks prior to thesis defense: Student submits final defense copies of the thesis to each member of the TEC.

☐ At least two weeks before the defense: Student submits defense copy of the thesis to the Education Office along with the signed notice of the thesis defense. The Education Office is responsible for notifying the department and MIT of the scheduled defense.