

CLSC PhD Program Checklist for Thesis Defense:

(Expectations of the Chair)

2-4 days prior to the Thesis Defense, ensure that you have received the necessary paperwork from Galit Mankin:

- Graduate School Defense Information/Instruction sheet
- Graduate School Thesis Defense Confirmation Sheet
- Graduate School Thesis Defense Results Report form
- CLSC Thesis Defense form
- CLSC Attendance Sheet
- Student's completed coursework and grades record

- Copy of Student's Thesis - should be provided by the student directly to the committee members

- Thesis/Dissertation Approval form – Student is instructed to complete the form on-line (from the GS website) and bring it to the defense in order to obtain signatures from all the committee members. The handling of this form is the responsibility of the student.

If you have not received these documents, please contact Galit Mankin at galit.mankin@cuanschutz.edu or 720-848-6249

Day of the Thesis Defense

1. Have attendees sign in using the CLSC attendance sheet.
2. Introduce the candidate student and the title of his/her thesis.
3. Explain the structure of the Defense:
 - Open forum session will include PhD candidate's presentation (approx. 50-55 mins) followed by questioning (approx. 30 mins)
 - Closed session follows (only committee members and candidate)
4. Following the presentation and questioning, thank and dismiss attendees and begin the closed session (ONLY committee members and the candidate student).
5. Ask the candidate to step outside the room (5-10mins), while the examination committee discusses the following points:
 - Ensure all members have read the Thesis
 - Determine order and format of questioning
 - Determine if there are major concerns of the candidate
6. Call candidate back into the examination room to begin closed session questioning.

7. Once questioning is completed, ask student to step outside the room (10-15 mins) until asked to return.
8. Chair the Committee member executive session
 - a. Determine examination grade: pass, pass with conditions, or fail
 - If pass with conditions, the conditions need to be clearly documented and a date by which the conditions must be met identified on paper (conditions must be satisfied within 60 days), which is submitted to the CLSC Program Administrator, Galit Mankin.
 - b. Committee members sign Graduate School Thesis Defense Report form
 - c. Complete the CLSC Thesis Form with committee member input
9. Call the candidate back into the room to join the committee and share the results of the examination. If there are conditions, explain the steps that the student must complete and the timeframe for completion
10. Remind the student that the CTSA grant must be cited in the finalized version of the student's Thesis. The following language should be used when citing the grant:
"This project/publication is supported by NIH/NCATS Colorado CTSA Grant Number UL1 TR002535. Contents are the authors' sole responsibility and do not necessarily represent official NIH views."

In addition, publications should be registered with PubMed Central.
11. **Scan and e-mail the completed Graduate School forms and the CLSC forms to:**
Galit.Mankin@cuanschutz.edu

AT NO TIME IS THE STUDENT TO HAVE POSSESSION OF ANY OF THE GRADUATE SCHOOL FORMS