

Application Procedures for Final Oral Defense

1. Submit to Graduate School *Application for Advanced Degree* (online) **First Week of Graduating Term.**
2. Complete the online process for obtaining *Confirmation of Agreement to Attend an Oral Defense* found on GRADWEB (<http://gradweb.uoregon.edu/>). *At least three weeks* before defense date. By entering the Oral Defense module you are indicating:
 - * Readiness to schedule oral defense.
 - * Have obtained provisional agreement from doctoral committee members of their attendance on specified day and time indicated for your defense.
 - * Allowed adequate time for online process of obtaining email confirmations from committee, thus meeting three week prior-to defense date submission deadline.
 - * If inside member is unable to attend, complete *Waiver of Attendance* as a part of online process. Only one inside member may waive attendance, never the chair or the outside representative. The faculty waiving attendance must agree to read dissertation prior to defense and submit questions directly to chair. There is a final letter which you must prepare for member waiving attendance.
(http://gradschool.uoregon.edu/oral_defense_waiver.html)
3. After receiving email advising all doctoral members have confirmed attendance, contact Stephanie in HPHY Office to obtain *Application for Final Oral Defense for Doctoral Degree*. This form requires Department Head, Gary Klug's signature.
4. Submit to Graduate School, **no less than three weeks prior to date of final oral defense**, the following two items, put together as a package:
 - * Application for *Final Oral Defense for Doctoral Degree*, signed by Department Head, Gary Klug.
 - * Four copies of final signed abstract on cotton bond paper properly formatted. Refer to *Graduate School Style and Policy Manual for Theses and Dissertations* for a template of the abstract.
5. Verification of enrollment in the actual term of defense. Must be registered for a minimum of three (3) hours of Dissertation 603 during term **prior to** and **term of** oral defense and graduation. You are required to graduate during the term of defense.