

University of Alabama ECE PhD Defense checklist

Congratulations on nearing the completion of your PhD degree requirements. Your dedication and hard work have brought you to this significant milestone. As you prepare to defend your dissertation, the following are important steps to ensure that all formal requirements are satisfied and the defense paperwork may be processed promptly.

Contacts:

- Student Services Coordinator: Ms. Shelly Dempsey sdempsey1@ua.edu. The Student Services Coordinator is your primary contact for submitting the paperwork and arranging the time and place for the defense.
- Graduate Program Director: Prof. Andy Lemmon lemmon@eng.ua.edu. The Graduate Program Director is the person who approves your plan of study.
- Associate Department Head for Graduate Programs: Prof. Edward Sazonov esazonov@eng.ua.edu. The Associate Department Head for Graduate Programs signs off on the defense paperwork and should be contacted for appointment of external member(s) to the dissertation committee, etc.

Steps to take before and after the defense:

1. Verify that all requirements for the PhD degree are satisfied and actual coursework matches the approved plan of study. Email your request with your full official name and CWID to Student Services Coordinator to verify completion of the requirements.
2. Create a public announcement for your defense. Use the announcement template posted on the ECE Department website (under Current Student Forms). The date of the defense needs to be at least two weeks ahead from the date the announcement is made public.
 - a. Email the announcement to the Student Services Coordinator with requested date and time of the defense.
 - b. Use Graduate Student Portal to file a Public Notice of Dissertation Defense.
3. Upon receiving the completed announcement form, the Student Services Coordinator will assign a room and email the announcement to the department's faculty and graduate students.
4. Prepare the assessment forms (found on the ECE website under Current Student Forms).
 - a. List your GPA in the major area of study (Measure 1.1)
 - b. List your GPA in the minor area of study (Measure 4.1)
 - c. List the number of manuscripts submitted to journals and conferences (Measure 2.1)
 - d. List the number of accepted journal papers (Measure 2.2)
 - e. Committee members will fill out the rest
5. Provide the assessment form to each committee member during the defense. Remind the committee members to complete the form during the defense.
6. Collect completed assessment form from each committee member, scan and return the forms to the Associate Department Head for Graduate Programs by email.
7. Ask your adviser to initiate the Final Defense form in Slate. The Final defense form will be signed by your committee members and the Associate Department Head for Graduate Programs. Note that the Associate Department Head for Graduate Programs will sign the form only after all of the assessment forms have been returned by your committee members.