

## UPGG Pre-Defense Checklist

TO BE COMPLETED BY STUDENT AND SIGNED BY COMMITTEE CHAIR AND ADVISOR  
PLEASE RETURN TO Amanda Shipp in ROOM 1262 MSRB3 [amanda.shipp@duke.edu](mailto:amanda.shipp@duke.edu)

Student Name: \_\_\_\_\_

Date of committee agreeing to defend: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Date of Scheduled Defense: \_\_\_\_\_

Thesis Committee Chair: \_\_\_\_\_

Members: \_\_\_\_\_

**UPGG Course Requirements: 24 Graded Credits Required**

UPGEN 700 (1 Unit): Year 1 Spring Date Completed: \_\_\_\_\_

UPGEN 701 (2 Units): Year 1 Fall & Spring: Date Completed: \_\_\_\_\_

UPGEN 702 (3 Units): Year 2 Fall Date Completed: \_\_\_\_\_

UPGEN 716 (1 Unit): Fall & Spring Date Completed: \_\_\_\_\_

UPGEN 750 (1 Unit): Fall & Spring Date Completed: \_\_\_\_\_

UPGEN 778 (4 Units): Year 1 & 2 Fall Date Completed: \_\_\_\_\_

List other courses taken to complete the (24) credit requirement.

List units and completion date for each course.

\_\_\_\_\_

Date Preliminary Exam Passed \_\_\_\_\_

RCR Credits /Date Completed: \_\_\_\_\_

***\*For students without a published first author paper, UPGG requires the following to proceed to defense:***

***1) A first author manuscript must be submitted to a journal.***

***2) The thesis committee must agree that the submitted manuscript is a publishable piece of work and student can proceed to defend. (committee chair signature required below)***

***3) The program DGS must talk with the thesis advisor regarding timeline to graduation, plans to involve the student in the response to reviewers, and plans to ensure (as much as is possible) eventual first authorship even if extensive revisions are requested.***

**Signature of DGS** \_\_\_\_\_

**Signature of Committee Chair** \_\_\_\_\_

**List 1<sup>st</sup> Author Primary Research Articles and Accepted Papers.**

**Signature of Chair:** \_\_\_\_\_

**Signature of Advisor:** \_\_\_\_\_

**\*\*Signature of chair & advisor signifies that all members of the committee agree for the student to proceed to defense**

**Committee Comments:**