

## How do I schedule my Final Defense?

1. Get your Major Professor's approval to defend.

### THREE WEEKS AHEAD (at least):

2. Contact ALL members of your POS committee to confirm one date and time for your defense.
3. Submit a Room Request to the Graduate Secretary. Let her know if you want 390 or a classroom. She will email you the assigned room. Notify your committee members of the final date, time, and room immediately so they can get it on their schedule.
4. The Grad Secretary will type up the Request for Final Examination, have your Major Professor sign it, and forward to the Graduate College.

### TWO WEEKS AHEAD:

5. Provide ALL committee members with a copy of your Creative Component, Thesis or Dissertation for their review.
6. Send research title to the Graduate Secretary.
7. Reserve any necessary projection equipment from the Math Department (<http://orion.math.iastate.edu/mathdoc/equip.html>) or from ITC (<http://www.itc.iastate.edu/classrms/homepage.html>).

### FEW DAYS AHEAD:

8. The blue copy of the approved Request for Final Defense, along with a copy of the approved Diploma Slip, will be put in your mailbox. Any problems will be noted on these forms.
9. The Graduate Secretary will email a reminder to the POS committee 2-3 days before.

A complete schedule of Graduate College Deadlines for your semester can be found at <http://www.grad-college.iastate.edu/deadline/deadlines.html>.

## How Do I Check Out of the Math Department?

Go to <http://www.math.iastate.edu/For/GradForms.html>