

Doctoral Dissertation Defense Scheduling

Submit to Department Services Administrator at least two weeks prior to your scheduled defense date.

Name: _____

Dissertation Advisor: _____

Committee Members: _____

Dissertation Title: _____

Defense Schedule: The student is responsible for arranging the date and time with all members of the committee. Three to four hours must be available for a dissertation defense.

Date: _____

Time: _____

Advisor Approval: _____

A dissertation defense may only be scheduled after a close-to-final draft of the dissertation is distributed to all members of the committee. The dissertation may only be distributed after the Dissertation Director approves it in close-to-final form.

FOR OFFICE USE ONLY

Date Received by the Dept. Office: _____
(Flyer must be posted two weeks before the scheduled dissertation defense.)

Room Assignment: _____
(The Department Office will schedule the room.)

Dissertation Flyer prepared for distribution: _____

Area Leader: _____ Date: _____

Graduate Program Director: _____ Date: _____