

## DOCTORAL DISSERTATION DEFENSE SCHEDULING

Submit to Graduate Program Secretary at least three 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 is in close-to-final form.

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### 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: \_\_\_\_\_

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