

Master's Defense Scheduling

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

Name: _____

Thesis Advisor: _____

Committee Members: _____

Thesis Title: _____

Request Ph.D. precandidacy evaluation? Yes No

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

Date: _____

Time: _____

Advisor Approval (signature): _____

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

FOR OFFICE USE ONLY

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

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

Thesis Flyer prepared for distribution: _____

Area Leader: _____ Date: _____

Graduate Program Director: _____ Date: _____

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