

Scheduling a defense – dissertation or thesis

Before you can schedule your defense you must have, in writing, approval from your adviser and all committee members, stating that each of them has seen your dissertation/thesis document and that they approve of it going to defense. After each committee member has signed, please have your adviser sign and state whether this defense is ready to go ahead now, will be ready after you have revised the document (and that you have those revisions) or if it is not yet ready to defend. If the latter is selected, then when a new version of your document is ready, all committee members and adviser must again sign off that it is ready.

Student name: _____

Committee members: _____

Adviser: _____

Committee signature below indicates we have reviewed the document and feel it is ready to move forward to a defense.

Committee member #1: _____

Committee member #2: _____

Committee member #3: _____

Committee member #4: _____

Committee member #5: _____

Once all committee members have signed this form, the adviser needs to sign below and indicate what stage the document is at:

- The document is ready for defense
- The document is ready for defense after edits have been made, student has been given list of edits
- The document is not ready for defense at this time.

Signature of adviser: _____

If the document has been approved for defense, Congratulations! You may now schedule a defense time with Desiree and your committee. You must hand in this signed form to Desiree at this time. Remember you must now put the document on display in the main office at least 10 business days prior to your defense date.

Student Signature: _____