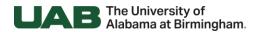


Dissertation Defense Timeline Checklist

To be completed *after* reviewing <u>graduate school deadlines</u> and <u>after</u> discussing proposed defense date with dissertation chair and committee. Complete form must be submitted to all committee members and Graduate Program Director via email.

Student	
Dissertation Title	
Dissertation Chair	
Committee Member	

Date		Task	Time Relevant to Proposed Dissertation Date
	1.	Schedule Preliminary Dissertation Defense	Semester prior to the semester of
		Date with Chair and Committee	planned defense
	2.	Submit a Complete (Draft) Dissertation to	Minimum of nine weeks prior to
		Dissertation Chair	defense
		Note: Dissertation Chair must approve draft as presented before moving to step 3	
	3.	Submit a Complete (Draft) Dissertation to	Minimum of five weeks prior to
		Entire Committee for Review and Feedback	defense
		Note: All committee members must approve draft	
		as presented before moving to step 4	
	4.	Finalize Dissertation Defense Date and Alert	Minimum of two weeks prior to
		Graduate School	defense
	5.	Submit Complete (Final) Dissertation to Entire	Minimum of two weeks prior to
		Committee	defense
		Note: Final Dissertation must be submitted to entire	
		committee before moving to step 7	
	6.	Create and Disseminate Flyer to Department;	Minimum of one week prior to
		Confirm Defense on Online Calendar	defense
	7.	Dissertation Defense Date	



Dissertation Defense Timeline Checklist

To be completed *after* reviewing <u>graduate school deadlines</u> and <u>after</u> discussing proposed defense date with dissertation chair and committee. Complete form must be submitted to all committee members and Graduate Program Director via email.

Student	Enter student name	
Dissertation Title	Enter Dissertation Title	
Dissertation Chair	Enter Chair's name	
Committee Member	Enter Committee Member's name	
Committee Member	Enter Committee Member's name	
Committee Member	Enter Committee Member's name	
Committee Member	Enter Committee Member's name	
Committee Member	Enter Committee Member's name	

Graduate School Defense Deadline	11/14/2025
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Date	Task	Time Relevant to Proposed Dissertation Date
7/1/25	Schedule Preliminary Dissertation Defense	Semester prior to the semester of
	Date with Chair and Committee	planned defense
	2. Submit a Complete (Draft) Dissertation to	Minimum of nine weeks prior to
9/12/25	Dissertation Chair	defense
	Note: Dissertation Chair must approve draft as	
	presented before moving to step 3	
10/8/25	3. Submit a Complete (Draft) Dissertation to	Minimum of five weeks prior to
	Entire Committee for Review and Feedback	defense
	Note: All committee members must approve draft	
	as presented before moving to step 4	
10/29/25	4. Finalize Dissertation Defense Date and Alert	Minimum of two weeks prior to
	Graduate School	defense
10/29/25	5. Submit Complete (Final) Dissertation to Entire	Minimum of two weeks prior to
	Committee	defense
	Note: Final Dissertation must be submitted to entire	
	committee before moving to step 7	
11/5/25	6. Create and Disseminate Flyer to Department;	Minimum of one week prior to
	Confirm Defense on Online Calendar	defense
11/12/25	7. Dissertation Defense Date	