

### Dissertation Defense Timeline Checklist

To be completed *after* reviewing [graduate school deadlines](#) and *after* discussing proposed defense date with dissertation chair and committee. Complete form must be submitted to all committee members and Graduate Program Director via email.

<b>Student</b>	
<b>Dissertation Title</b>	
<b>Dissertation Chair</b>	
<b>Committee Member</b>	
<b>Committee Member</b>	
<b>Committee Member</b>	
<b>Committee Member</b>	
<b>Committee Member</b>	

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

See next page for a sample Dissertation Defense Timeline Checklist

### Dissertation Defense Timeline Checklist

To be completed *after* reviewing [graduate school deadlines](#) and *after* discussing proposed defense date with dissertation chair and committee. Complete form must be submitted to all committee members and Graduate Program Director via email.

<b>Student</b>	<i>Enter student name</i>
<b>Dissertation Title</b>	<i>Enter Dissertation Title</i>
<b>Dissertation Chair</b>	<i>Enter Chair's name</i>
<b>Committee Member</b>	<i>Enter Committee Member's name</i>
<b>Committee Member</b>	<i>Enter Committee Member's name</i>
<b>Committee Member</b>	<i>Enter Committee Member's name</i>
<b>Committee Member</b>	<i>Enter Committee Member's name</i>
<b>Committee Member</b>	<i>Enter Committee Member's name</i>

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