

Dissertation Defense/Graduation Checklist

Dean's Rep:

Date Completed	Task	Timeline Date	Comments
	Obtain approval from Major Advisor and Advisory Committee to defend dissertation	At least 1 full term before defense	
	Notify Graduate Program Coordinator of intention to defend. Select possible dates (keep in mind the following) x Consult GSBS Graduation Deadlines for last day to defend x Cannot defend outside of semester dates x Availability of committee members x Availability of rooms for presentation and oral exam	At least 1 full term before defense	
	Set final date for defense	At least 1 full term before defense	
	Coordinator will schedule room for defense and oral exam	At least 1 full term before defense	
	Send official notification to advisor and committee members	At least 1 full term before defense	
	Student submits title to Coordinator	Beginning of the semester	
	Submit GSBS Statement of Intention to Graduate Form (prepared by Coordinator – send to GSBS Office)	Check GSBS Deadline	

		At least 3 weeks prior to defense	
	Send copies of dissertation to Committee Members	Must receive 2 weeks prior to defense	
	Coordinator prepares defense flyer and sends via email to students, faculty, including Lubbock students and faculty	At least 1 week prior to defense	
	Secure Dean's Representative		
	Send invitation to Dean's Representative to add to calendar		
	Send copy of dissertation to Dean's Representative	Must receive 1 week prior to defense	
	Prepare Official Signature Forms (prepared by Coordinator)		
	x		