**Department of Computer Science**

**Doctoral Program**

 **Procedures for Dissertation Defense**

**Steps Date Accomplished**

1. Submit first draft to Dissertation Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Revise draft and re-submit to Dissertation Chair as needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Submit draft to other members of Dissertation Advisory

Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Submit research to a conference for publication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Submit first draft of dissertation to Dissertation Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Submit revised dissertation to other members of the Doctoral

Advisory Committee to discuss the dissertation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Schedule the Defense date, use the form to have all members

in the committee approve the date. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The Dissertation Chair ascertain from the Dean of Graduate

School a convenient time to schedule the Defense, based on

Dates given by the committee members \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Submit the schedule form to the Chair of the Department and

The Director of the Doctoral Program (Must be three weeks

Prior to the final defense. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Confirmation of an External Examiner by the Dean of Graduate

School. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. After Advisor and committee members approves the Dissertation,

send a copy via advisor to the Graduate School

(Has to be at least TWO WEEKS before final defense) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Submit copy of Dissertation to all five (5) members of the

Examining Committee (TWO WEEKS prior to the final

Defense). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Schedule a Pre-Defense during the Department Seminar Series,

make sure to announce it to all faculty and students, post flyers

at least a week before the Pre-Defense \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Once the Graduate School approves the Dissertation, complete

any required recommendations if applicable. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Announce the Defense to the department at least two weeks

before the Defense, through email to faculty and students, and

flyers. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. All necessary forms to be signed during and after the

Defense should be ready prior to the oral defense. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. After the Defense, the student meets with Chair and

committee members to discuss the dissertation and check

if there are any required changes. \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Student follows the committee’s recommendation and submits

the final dissertation to the Chair and committee member for

approval. Once approved, the dissertation front sheet should be

signed chair and all committee members. \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Student submits 3 binded copies of the dissertation,

to the Graduate School. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**

**Dissertation Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_**

**Director of Doctoral Program Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_**

**Note:**

* ***Failure to follow any of the above steps may lead to cancellation of the dissertation defense or rescheduling of the defense.***
* ***A copy of all forms MUST be submitted to the Director of the Doctoral Program***

*Last Revised November 2014*