

Major final steps toward PhD thesis defense.

Disclaimer: This brief summary does NOT replace of the detailed guidelines provided on the Department website which must be read carefully well in advance of the the timeline shown in this chart. Ask the DGS early if you have any questions! The forms are available on the Department website.

Action	Time to defense
■ Submit the <i>Dissertation Examination/Defense Form</i> to the CCAS Graduate Studies Office. The form must be signed by the DGS, requires the names of <u>2 examiners</u> (talk to your PhD advisor!), and the defense date (can be your preliminary guess). Apply to the Registrar office for PhD graduation in spring/summer/fall by early February/July/October.	>3 months
■ Obtain your PhD advisor's Ok to defend in 3 months, find the defense Chair, pick the final defense date/time which works for everyone.	~3 months
■ Send the completed (according to your and your PhD advisor's viewpoint) thesis to the readers, assuming they previously agreed to read it and provide comments within 2 weeks (allowing for 2 iterations). Have the readers and DGS sign the <i>Examination Committee Sign-Off Form</i> .	>2 months
■ Send the <u>approved</u> (by both readers and your PhD advisor) thesis to the entire examination committee. Double check that the selected defense date/time still work for everyone. Reserve the room.	>4 weeks
■ Have your PhD advisor send the defense announcement to the entire Department using the standardized template. Make sure the defense date/time still works for everyone. Talk to the defense Chair to know the format.	>2 weeks
■ Check A/V equipment in the room where you will be defending.	1 day

Good luck with your defense!