

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) <ul style="list-style-type: none"> • Consult GSBS Graduation Deadlines for last day to defend • Cannot defend outside of semester dates • Availability of committee members • 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	
	Submit Approval to Schedule Defense	Check GSBS Deadline	
	Student submits abstract to Coordinator	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) <ul style="list-style-type: none"> • Dissertation Approval / Disapproval Signature Form • Final Public Oral Defense Signature Form • Rubric • Dissertation/Thesis Bound Copy Request Form 	1 week prior to defense	
	Notify Coordinator/GSBS Office if any committee members will be unable to attend defense presentation/exam	2 weeks prior to defense	
	Student receives Title Page from GSBS		
	Submit Official Signature Forms to GSBS	Check GSBS Deadline	
	Student submits final draft of dissertation and ETD Account Information Request Form to Sophia Pena for submission to TTU Library to upload to ETD site.	Check GSBS Deadline	
	Student submits final dissertation draft to Thesisondemand.com website and order 2 required + requested/personal copies		
	Pay ETD/Graduation fee (Student will pay via Banner)	Check GSBS Deadline	
	Student completes SED Survey (PhD only)	Before Leaving	
	Student submits Student Service Intent to Graduate Form	Per GSBS Deadline	
	Order Graduation Regalia	Check GSBS Deadline	
	Copies of dissertation received in Graduate Program Office		