

MILESTONE CHECKLIST 4: FINISHING YOUR DISSERTATION



Please upload this form to Brightspace at least 4 weeks in advance of your scheduled defense.

Your Name:	
Your Email:	
Defense Date:	
Defense Time:	
Will your defense be:	<input type="checkbox"/> Fully in-person (i.e., all committee members and guests present, no Zoom needed) <input type="checkbox"/> Combination in-person and virtual (i.e., some committee members and guests present, some joining via Zoom) <input type="checkbox"/> Fully virtual (i.e., all committee members and guests joining via Zoom, no physical location needed)
If in-person, where would you prefer to meet for the defense*:	<input type="checkbox"/> In the UDC <input type="checkbox"/> In Academic Building B <input type="checkbox"/> N/A- holding defense fully on-line. <input type="checkbox"/> Other. Please specify:
Dissertation Committee Members	
Primary Advisor/Chair Name	
Primary Advisor/Chair Department	
Primary Advisor/Chair Email	
Committee Member 1 Name	
Committee Member 1 Department & College	

Committee Member 1 Email	
Committee Member 2 Name	
Committee Member 2 Department & College	
Committee Member 2 Email	
Outside Examiner Name	
Outside Examiner Department & College	
Outside Examiner Email	

*In-person defenses must take place in a University conference room or classroom accessible to the public. We will do our best to schedule defenses in preferred locations, but due to space restrictions may not be able to meet all requests.

Dissertation Title:

Dissertation Abstract (maximum 350 words):

For internal use only:

- Conference room reserved
- Defense added to shared calendar w/Zoom link
- Announcement prepared
- Notice shared with Listservs (Student, Faculty/Staff)