



Dissertation Defense Checklist

Before Scheduling

- Complete the Graduation Form sent out by the Graduate Studies Coordinator
- Mark you are graduating in ND RollCall
- File the [Formatting Check](#) with the Graduate School
- Check GPS to see if you have any outstanding requirements with the department

Due before classes start the semester you are planning to graduate.

Check the Formatting Check deadline at the Graduate School's [website](#).

Contact the Graduate Studies Coordinator if you are missing any requirements other than the dissertation defense

Scheduling Your Defense

- Email your committee for best date, time, and location
- Send Committee final version of your dissertation
- Email the Graduate Studies Coordinator
 - Date & time
 - Location: Zoom, Hybrid, In-person
 - Who is on your committee - indicate chair(s) and provide the best email for outside members
 - Title of your dissertation
 - If any guests will be attending
 - If the Department can announce on FB*
- Graduate Studies Coordinator will schedule:
 - Google Calendar invite
 - Zoom Link/Room reservation
 - The Reader's Reports*
 - The Reporting Form with the Graduate School for your committee

At least two weeks before the defense

Dissertation Defenses must be scheduled with the Graduate Studies Coordinator at least **2 weeks in advance** of the defense date.

*Pending a successful defense

*Reader's Reports are due two days before the defense takes place. Be sure your committee has a copy of your dissertation to review

After Your Defense

- Send the Graduate Studies Coordinator a photo from your defense**
- Your committee will complete the “Reporting Form for Results of Oral Candidacy Exams and Dissertation Defenses” with the Graduate School**
- Submit Formal Submission of your dissertation to the Graduate School**
- Send the Graduate Studies Coordinator a copy of your final dissertation.**

*For Facebook and other announcements

Check the Formal Submission deadline at the Graduate School's [website](#).

For your files