



Dissertation Defense Checklist

Before Scheduling

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

ND Roll Call 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*

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

- ☐ **Graduate Studies Coordinator will schedule:**
 - ☐ Send Google Calendar invite
 - ☐ Zoom Link/Room reservation
 - ☐ The Reader's Reports*
 - ☐ The Reporting Form with the Graduate School for your committee

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.**

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

*For Facebook and other announcements

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

For your files