

Syracuse University
School of Information Studies
Doctoral Form #9
Scheduling a Dissertation Defense*

Student's Name: _____

Part I (to be completed by the student)

I request that a meeting be scheduled on:

Date: _____ Time: _____ Place: _____

For the defense of my dissertation entitled: _____

All members of my committee are available at that time.

At least three (3) weeks prior to the above date, I will provide:

- 1) One copy of the final dissertation to each member of my examination committee
- 2) One copy of the final dissertation to the iSchool office for display
- 3) Abstracts of the dissertation and announcements of this meeting to be distributed to all faculty members, all doctoral students in residence and posted for others.
- 4) The Graduate School with all forms, copies of dissertation, names of committee members and readers, etc., in accordance to its requirements and schedule.

Signed: _____
Student Date

Part II (to be completed by the advisor)

Justification for the Defense (check one of the following)

_____ The student has taken the necessary steps (e.g., consulting with others, meeting with the committee) to insure that all aspects of the dissertation are sufficiently developed and that the student is prepared to defend it.

_____ Other _____

Signed: _____
Advisor Date

Approved: _____
Program Manager Date

This meeting has been confirmed, and is recorded in the PhD calendar and program records.

Original to student's file, copies to all members of the student's committee, advisor and student. ***Attach completed copies of "Request for Examination" and "Petition to the Faculty" to have outside reader or member accepted by the Graduate School.**

Updated 4/7/2017