

MASTER'S & PHD DEFENSE FORM INSTRUCTIONS

Prior to Defense

- 1. Apply to graduate!** You MUST apply to Graduate by the 12th class day of the semester you wish to graduate. <https://tsgs.unt.edu/new-current-students/graduation-information>
- 2. A month prior to your dissertation defense:**
 - Email a soft copy of your dissertation to your Dissertation Committee Chair and committee members.
 - Discuss with your Dissertation Committee Chair and committee members the day and time of your defense.
 - **Apply for your Dissertation Oral Defense form:** <https://tsgs.unt.edu/oral-defense-notification-form> and submit the Oral Defense Notification form on the TGS website. After submission, the graduate school will email your Final Dissertation/Thesis oral defense form for your file.
- 3. Two weeks prior to your dissertation/thesis defense**
 - Schedule your Dissertation Defense on the online conference room scheduler. Please allow yourself a half hour of time before your start time so you may have adequate time to set up.
 - Email your abstract to Stephanie so she may notify the Department and the Dean of your upcoming defense two weeks prior to your defense.
- 4. About a week before your defense,** double check with Stephanie to make sure your Dissertation Defense form is in your file.

Day of Defense

1. Get set up in the conference room.
2. Retrieve your Dissertation Defense form from your file. Place it at the front of the room so once you have completed, your Dissertation Committee Chair and your committee may sign it.
3. You will need to get the remaining signatures in the following order: Associate Chair for Graduate Studies, Department Chair, and then the Dean of Graduate Studies in the College of Engineering. After you have received all these signatures, please give your form to Stephanie so she can make copies for your file.
4. You will keep the original defense form as you must submit this, just as soon as possible to the Toulouse Graduate School. The reader is Jill Kleister.
5. Please do not schedule your defense too close to the deadline. Give yourself a couple of days so you can edit it properly and carefully and still get it in by the deadline.
6. If you have any questions, please don't hesitate in contacting the Toulouse Graduate School or Stephanie Deacon, deacon@unt.edu