

Request to Schedule the  
Thesis Defense

\_\_\_ M.S. Thesis Defense

\_\_\_ Ph.D. Thesis Defense

**PLEASE PRINT ALL INFORMATION**

Name \_\_\_\_\_

E-mail address \_\_\_\_\_

Thesis title \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Advisor(s) \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

***Please note:***

***The completed thesis should be delivered to all committee members, and the defense scheduled with the graduate program staff assistant at least two weeks prior to the defense date (three weeks prior for a Ph.D. thesis). The staff assistant will arrange the required publicity and reserve a room.***

***You should inspect the room prior to your presentation. If equipment is needed, you are responsible for reserving the equipment. If you plan to have refreshments, you must provide them.***