



## DISSERTATION DEFENSE ANNOUNCEMENT

**Procedures:**

1. Consult with your Dissertation Chairperson and committee members to decide a date for your defense.
2. Request a conference room through the [Ph.D. Student's Room – Reservation Request Form](#) for your dissertation defense.
3. At least one month prior to defense, please submit this form to the Ph.D. Administrative Assistant.

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**Student Name** \_\_\_\_\_ **Emphasis** \_\_\_\_\_

**Defense Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Building/Room** \_\_\_\_\_

**Defense Title** (please print clearly and how you would want it in the commencement announcements):