

Arrangements for Oral Thesis Examination/ Final Dissertation Defense

Russ College of Engineering and Technology

This form is to be filed in the Russ College Dean's Office at least **fourteen (14) days prior** to the date of the oral thesis examination/final dissertation defense. Notify respective department/school and Dean's Office, as soon as possible, if a change in arrangements is needed.

Student Name: _____ PID #: _____

Current Address: _____

Ohio Email Address: _____

Exact title of thesis/dissertation: _____

Date document was submitted to Committee: _____ (thesis-14 days/dissertation-28 days, prior to examination/defense)

Committee Member Names: (print/type names)

Thesis Committee Chair/Advisor

Outside Representative #1

Thesis Committee Member #2

Dissertation Only
Outside Representative #2

Thesis Committee Member #3

Dissertation Only
Dissertation Committee Member #4

Dissertation Only
Dissertation Committee Member #5

***Note to Chair/Student:** It is the responsibility of the student to confirm the availability of each Committee Member prior to scheduling the Oral Examination/Defense. All members of a graduate student's Committee are expected to be present, in person. In exceptional cases, remote access (telephone/Skype/etc.) may be approved with sufficient justification. Such cases should be explained and approved prior to the examination/defense with written approval by the Graduate Chair and the Senior Associate Dean for Research and Graduate Studies. Explanation and approvals of exceptional cases must accompany the Arrangement form when submitting.

Oral Thesis Examination/Final Dissertation Defense Arrangement Notice

Date: _____ **Time:** _____ **Location:** _____

****NOTE:** Academic Honesty – an electronic copy of your thesis/dissertation document must be submitted to Ms. Jyl Mullins-Steinberg (mullinsj@ohio.edu) in the Russ College Dean's Office, along with Statement of Originality form, for a plagiarism check at least fourteen (14) days prior to examination/ defense. You are required to submit the final document for another check at least three (3) days prior to the published TAD semester deadline (refer to <http://www.ohio.edu/tad> for deadline dates).

APPROVED: (signatures required)

Advisor

Date

School of EECS Graduate Chair

Date

Senior Associate Dean for Research and Graduate Studies

Date