**Ohio University**

**Russ College of Engineering and Technology**

**Arrangements for the Oral Thesis Examination/Dissertation Defense**

This form is to be filed in the College Office at least 14 days before the date of the oral thesis examination/dissertation defense. Please notify the College Office if any change in arrangements is made.

Name: Type your name here:

PID Number: Type your PID Number here:

Current Address: Enter your full address here:

Email Address: Enter your email address here:

**Exact title of thesis/dissertation:**

Type exact title of thesis/dissertation here:

Final document submitted to committee (mm/dd/yy) :

**Names of the members of the oral thesis examination/dissertation defense committee:**

Type Committee Chairman Here: Type Outside Representative 1 And Department Here: Thesis and Dissertation (signature required)

Type Committee Member 1 Here: Type Outside Representative 2 And Department Here:

Dissertation only

Type Committee Member 2 Here: Type Graduate Chair here:

(signature required)

Shawn Ostermann

Associate Dean, Research and Graduate Studies

**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.  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 defense with written approval by the Grad Chair and the Senior Associate Dean for Research and Graduate Studies.  Explanation and approvals of exceptional cases must accompany the arrangement form when submitting.

**Examination:**

Date: Type date of examination here:

Time: Type time of examination here:

Place: Type the place of the examination here:

**Note to student:**

**Academic Honesty - An electronic copy of your dissertation must be submitted to Jyl Mullins (**[**mullinsj@ohio.edu**](mailto:mullinsj@ohio.edu)**) in the Russ College Dean’s office at this time. Your final ETD must be submitted again 3 days prior to the ETD submission deadline.**

**The final typed copies of the manuscript must be in the hands of your committee 14 days before the date of examination.**

Original: Department

Copies: Committee members

Student