

School of Public Health-Bloomington Dissertation Defense Eligibility Verification Form

Sequence of Steps

1. The doctoral candidate and the research committee agree on a date and time for the student's dissertation defense meeting.
2. The proposed meeting date must be a minimum of six months after Graduate School approval of the student's research committee.
3. The student must complete and submit this form to the Records Office in HP115 at least **forty days** before the meeting date.
4. The recorder verifies the student's eligibility and the administrative secretary schedules a meeting room for the defense.
5. The student will receive an email message with instructions for submitting an online request to announce the defense meeting.
6. The student must submit the online defense announcement request at least **thirty-five days** before the defense meeting date.
7. The form routes to the Records Office > research committee chair > back to the records office > and to the Graduate School.
8. The University Graduate School must receive this form at least **thirty days** before the defense date or the request will be denied.

Student Name: _____ Student ID: _____

Student Email Address: _____ Department: _____

Date of Final Defense: _____ Time of Final Defense: _____

Chairperson's signature _____

_____ date

Chairperson's Email: _____

What Technology do you need assistance with?

- PowerPoint (with/without video)
- Skype(with/without PowerPoint presentation)
- Adobe Connect-Conference Call
- Number of People to Connect
- Videoconference (Tandberg)
- Does it need to be streamed?
- Does it need to be recorded?

Office use only

Records Office Verification

Approved

Disapproved

List of Committee Members:

Room Verification

HP 125 HP C013 HP 107 DCR OTHER _____

Edoc # _____ Date of Email notification sent to Members _____

Desktop name plate ordered _____