

DISTRIBUTION

Timeline:

You will need to distribute your dissertation at least *3 weeks* before your target defense date!

Before we submit the application, the following will need to be sent (in order):

1. An email from the student to Kaleigh (CC Monica Hinojosa) letting us know you are ready to schedule your defense date
 - a. Include the proposed date and time of defense, the title of your dissertation, any specific location or room requests, and a link for virtual viewers (the student should not be the host)
2. [Protocol 16](#) sent by the student to Kaleigh letting us know you have submitted what you think is your final copy of your dissertation to your advisor
3. An email from your advisor to Kaleigh confirming the names and affiliations of the five members that will make up your official Dissertation Defense Committee
4. An email from your advisor to Kaleigh approving the dissertation is ready to go to the other 2 members of your Advisory Committee (critical readers)
5. An email from your other 2 Advisory Committee members (critical readers) to Kaleigh approving the dissertation
6. When we have all of the above, you can distribute your dissertation to the last two members of the defense committee.
7. Your advisor will need to notify us as soon as you have distributed the draft to the last two examiners
8. Once we receive the email from your advisor confirming you had distributed to the last two examiners, the department will send your Dissertation Defense Application to GSAS

Note:

You must be registered during the semester you distribute. This will be the LAST semester you are able to register for.