At least one month before defending the Dissertation, the Student should

begin preparing the Final Oral Defense.

| Step | Date Completed | Notes |
| --- | --- | --- |
| At least one month before the defense: |  |  |
| The Student should ***read the GWS Graduate Handbook*** section on the “Dissertation” and meet with the Director of Graduate Studies (DGS) if they have any questions about the process of preparing for their defense. |  |  |
| The Student should ***confirm that the Committee is listed properly in GradPath*** and if necessary fill out the “Doctoral Dissertation Committee Appointment Form”. |  |  |
| The Student should work with the Committee to ***set a date and time for the Final Oral Defense***. The defense should be scheduled to last 3 hours. |  |  |
| As soon as the date and time of the defense are set, the Student should ***notify the DGS and Academic Program Coordinator*** (APC) and work with the APC to reserve the GWS Conference Room or another location. |  |  |
| At least 3 weeks before the defense: |  |  |
| The Student should ***provide the complete dissertation to the Committee***. |  |  |
| At least 2 weeks before the defense: |  |  |
| The Student must ***fill out the “Announcement of Final Oral Defense Form” in GradPath***. Failure to do so at least 2 weeks in advance may result in the defense being disqualified by the Graduate College. |  |  |
| The Student must work with the APC to ***secure Graduate College approval*** for remote attendance by any member of the Committee. |  |  |
| The Student must ***make a*** ***TicketDog request with SBS Tech*** to provide technical assistance for the public presentation of their Dissertation and for any Committee Member who needs to attend the defense remotely (Skype, etc.). GWS Staff and Faculty cannot provide technology assistance, but the APC can assist the Student in making a TicketDog request to SBS Tech. |  |  |
| The Student may ***provide the DGS with the dissertation’s title and abstract, as well as the defense date, time, and place,*** so that the DGS may invite the Department to the Student’s presentation. |  |  |
| For the defense: |  |  |
| The Student must ***prepare a public presentation*** of the dissertation lasting 30-40 minutes. |  |  |
| The Student must ***print 2 copies of the title page*** of the dissertation that the Committee might sign at the end of the defense, if appropriate. |  |  |
| At the end of the defense: |  |  |
| The Committee should ***sign the dissertation’s title page***, if appropriate. |  |  |
| The Chair must ***fill out the “Results of the Final Oral Defense Form” in GradPath***, using the email link auto-generated when the Student submitted the “Announcement of Final Oral Defense Form” (at least 2 weeks earlier). |  |  |
| The Chair should ***also report the result of the defense to the DGS and the APC***. |  |  |
| After the defense: |  |  |
| Upon successful completion of the defense, the Student must ***make any revisions requested by the Committee and obtain final approval from the Chair***. The Student must be enrolled while completing the dissertation, and the length of time for completing revisions may not exceed one year and/or the time-to-degree period. However, if a student has maintained continuous enrollment (including registration in the preceding semester) and will only take the Final Oral Exam (the defense) and make the final dissertation submission for graduation, during the summer or winter term, registration is not required. |  |  |
| If not done at the defense, the Student must now ***acquire each Committee member’s signature*** on the dissertation’s title page. |  |  |
| Once the Student has met all requirements for the dissertation, including all revisions, the Chair must ***fill out the “Change of Grade for Graduate K Grades” form***. |  |  |
| The Student must ***submit the approved dissertation electronically*** for forwarding to the Library of The University of Arizona and to University Microfilms, Inc. |  |  |
| The Student must also ***submit a printed or electronic copy of the dissertation to the GWS Academic Program Coordinator***. |  |  |
| The dissertation will be audited by the Graduate College to make sure it adheres to archiving standards. The Student may be required to make format and other modification. |  |  |
| The Student should ***inform the DGS and APC when the dissertation is finally accepted***. |  |  |

Upon receipt of the finalized dissertation, the Dean of the Graduate College will recommend conferral of the doctoral degree by the Arizona Board of Regents.

Congratulations!

You are now a Doctor of Philosophy in Gender & Women’s Studies!!