



# Dissertation Defense to Graduation

## A Checklist for TRIP students during their final semester

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- \_\_\_\_\_ Selected, in consultation with your chair, an Outside Examiner (OE) for the committee  
*Note: The Graduate School prefers nominees for the OE role who are tenured;*
  - \_\_\_\_\_ Determined whether the selected OE is on [the Graduate School's pre-approved list](#);
  - \_\_\_\_\_ Informed the TRIP Coordinator of the OE nominee  
*Note: This step should be completed a minimum of one month prior to defense date;*
  - \_\_\_\_\_ If the OE faculty is not on the pre-approved list, or is faculty at another institution, have sent the TRIP Coordinator: (1) the faculty member's updated CV; (2) the number of doctoral students for whom the nominee has served as principal advisor; (3) the number of doctoral students for whom the nominee has

*Note: You may make these arrangements yourself by working with your committee directly or you may request assistance from the TRIP Coordinator. Either way, a Doodle poll that covers a two-week period (minimum), based on your chair's preferences for days and times, works well for determining committee availability. For help with reserving a room, contact the TRIP Coordinator;*

*Note: If a faculty member must attend remotely, you are responsible for arranging this for your exam.*

\_\_\_\_ Reported to the TRIP Coordinator the day and time of your defense, the room if you reserved one on your own, and your finalized dissertation -2 (i)-2 (on-2 (or)3 ( t)- ( ' )3 Tc -0.00 30144.64 0; Td()T Tc 6 2244.64 0 T