School of Education
3200 Education
Irvine, CA 92697-5500
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Ph.D. in Education
Final Dissertation Defense: Student Checklist

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<th>✓</th>
<th>Students are responsible for reading and completing all items listed</th>
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<tr>
<td><strong>Scheduling and Posting Considerations</strong></td>
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<tr>
<td>• Receive advisor approval to schedule final defense of dissertation.</td>
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<td>• Distribute dissertation electronically (and hard copy if requested) 2-3 weeks in advance of anticipated defense date. Check with your advisor regarding specific committee member and defense expectations. Faculty time is valuable and the process of reading the dissertation and scheduling the exam are at faculty convenience, within a reasonable timeframe. Note that committee members may or may not provide comments to you, or with each other, prior to the defense.</td>
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<td>• It is recommended that you send a written thank-you to non-continuing members for their service on your proposal defense committee.</td>
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<td>• Verify the approved committee members for the defense per your Ph.D. Advancement to Candidacy letter. If committee membership has changed for any reason, an exception must be approved by the UCI Graduate Division before the defense takes place. Meet with Coordinator to prepare exception request for Director signature. Allow sufficient time for processing.</td>
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<td>• Contact the approved members of the final dissertation committee to arrange a compatible day and a two-hour time block for the defense. University of California policy requires three members for the dissertation committee. If you wish to request participation of more than the (normally 3) approved members, contact Coordinator for procedures.</td>
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<td>• Check availability of Education 2005, 2024, or 3238 and reserve room for defense (contact Sarah McDougall - <a href="mailto:smcdouga@uci.edu">smcdouga@uci.edu</a>).</td>
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<td>• Send confirmation of defense day, time, and location to advisor and committee, with copy to Program Director (<a href="mailto:gfarkas@uci.edu">gfarkas@uci.edu</a>), Coordinator (<a href="mailto:lfellus@uci.edu">lfellus@uci.edu</a>), Facilities Manager (<a href="mailto:ltolbert@uci.edu">ltolbert@uci.edu</a>), Tech Services (<a href="mailto:education-tech-services@uci.edu">education-tech-services@uci.edu</a>), and Communications (<a href="mailto:nchriste@uci.edu">nchriste@uci.edu</a>).</td>
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<td><strong>Per university requirements, notice of the exam MUST be posted at least 5 working days in advance of the defense. Contact Coordinator with date/time/location, exact title of dissertation, and committee member names for posting.</strong></td>
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<td><strong>Tech Support:</strong></td>
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<td>• If needed, contact Tech Services (<a href="mailto:education-tech-services@uci.edu">education-tech-services@uci.edu</a>) to arrange for technology needs (computer, cables, slide advancer, audiotaping, Skype, videotaping, polycomm, other).</td>
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<td><strong>Ph.D. Form II:</strong></td>
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<td>• Complete relevant parts of Ph.D. Form II (student portion, defense date, dissertation title, names and department of committee members on page 1) found at <a href="http://www.grad.uci.edu">www.grad.uci.edu</a>.</td>
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**Bring Ph.D. Form II to the defense.**

**Signed form is left with your advisor. Ask your advisor to bring form to Coordinator to verify defense and degree requirements are met and obtain signature of Chair or Dean.**

**PowerPoint Presentation:**
- If planning to use PowerPoint slides during your presentation, consult with your advisor about slide content and formatting.
- If using PowerPoint, either send in advance to committee members or bring printouts on day of defense or both. Please number slides in your presentation to facilitate participation by remote participants.
- Advisor should approve your presentation/slides prior to distribution.

**Rehearsal:**
- Prepare and rehearse your presentation. Consult with advisor regarding format and length of your initial presentation during the defense.

**Day of Defense:**
- Arrive at least one hour in advance, dressed professionally, business attire suggested.
- Check room in advance and arrange in an appropriate and presentable manner.
- Check technology and consider a trial run.
- Bring water for self; you are not obligated to bring refreshment for committee.
- If defense is successful, ask committee members to sign Ph.D. Form II in permanent ink, black or blue only.
- Alert tech support to retrieve technology immediately to avoid loss.

*Note: Advisor will ask Coordinator to hold signed form until designated modifications have been made.*

**Following defense, ask advisor to:**
- Inform Coordinator of defense outcome and confirm title of dissertation.
- Give Ph.D. Form II to Coordinator for Chair’s signature when all committee members have signed the form. Coordinator will notify you via email when Chair’s signature has been added to the form and advisor has approved release to you.
- Optional: Advisor may compose/send email to Ph.D. students announcing successful defense.
- Email Coordinator when student has met all examination requirements to authorize release of Ph.D. Form II to the student to file dissertation.

**Dissertation Filing Deadlines:**
- Pay attention to UCI Filing Deadlines, which are strict and non-negotiable. See [http://www.grad.uci.edu/academics/filing%20deadlines/index.html](http://www.grad.uci.edu/academics/filing%20deadlines/index.html) under deadlines. Failure to meet deadline requires you to enroll full time in the next quarter and pay fees.
- Consult with Coordinator regarding “no fee” period that may apply and Filing Fee that may apply.

**UCI Dissertation Manual:**
- Email or take copy of your dissertation to formatting reviewer in Library Archives (Langson Library, 5th floor) to ensure that introductory pages conform to requirements prior to submitting dissertation electronically.

**Letter of Degree Certification:**
- Request a letter of degree certification from Graduate Division as proof of degree completion until your transcript shows degree posting (up to six months).

**Graduation and Commencement:**
- Note Commencement Ceremony information at [http://www.grad.uci.edu/academics/commencement/index.html](http://www.grad.uci.edu/academics/commencement/index.html).

### File your Dissertation and Program Exit:
- Make an appointment to see Coordinator for Exit Interview.
- Return all building and room keys, library books, and other materials to Coordinator or Facilities Manager.
- Clear out mailbox in student workroom.

### Update Website Information:
- Email a revised bio and list of publications/presentations/and awards to Communications Director (nchriste@uci.edu) for listing on Ph.D. Graduate website page.
- Advise Communications Director if you wish to continue to be listed on the Job Applicants webpage.
- Provide new email and mailing address to Communications Director for receiving department communications and alumni information.