

## Scheduling and Completing your Final Defense

After passing your oral qualifying exam and updating your pre-proposal, you will need to follow these steps:

- 1) Enroll in EDUC 299 for 12 units with your Faculty Advisor in the term(s) you are collecting data and writing your dissertation. In the final term you plan to finish your dissertation and complete the Final Defense, you may request to be on filing fee for one quarter, which replaces the cost of tuition with the filing fee (around \$188). To fill out a Filing Fee form, login to R'Web and navigate to the R'Grad icon. Note: you cannot maintain a TA/GSR/Associate-In position while on filing fee since you will not be enrolled in units.
- 2) Complete the IRB application if human subjects are involved in your data collection for the dissertation. See the [IRB website](#) for more information.
- 3) [Nominate](#) your dissertation committee and send them your final dissertation proposal draft. Once all committee members approve, submit your final proposal to the Graduate Program Coordinator and have all members sign the [Dissertation Proposal Signature Page](#).
- 4) Fill out a Graduation Application on R'Web no later than Monday of week 4 of the term you plan to complete your Final Defense and Dissertation. If the deadline has passed, contact the Graduate Program Coordinator.
- 5) To schedule a room, email the Graduate Program Coordinator to check room availability in Sproul Hall. It is helpful if you provide a week you think you will be ready to take the exam. Once availability is given for the room(s) in Sproul, work with your dissertation committee to identify a 1-2 hour window; send confirmed date and time to the Graduate Program Coordinator to reserve the room.
- 6) Send the Graduate Program Coordinator a copy of your abstract and title for an email announcement about your final defense at least two weeks prior to your defense date. If you do not provide this information, a general email will be sent to the GSOE community with the date and time of your final defense.
- 7) Submit a formatted draft of the dissertation to [ProQuest](#) no later than the [dates](#) outlined by Graduate Division. A format guide can be found [here](#).
- 8) The day of the exam, bring a copy of the [Report on Final Examination](#) and the Dissertation Signature Page. A sample of the Dissertation Signature Page can be found in step #7 [here](#). Please arrive 30 minutes early to meet the Graduate Program Coordinator to open the room, verify the forms are filled out correctly and allow time to setup the computer/presentation.
- 9) After the exam, bring the signed Report of Final Examination and Signature Page to the Graduate Program Coordinator to make a copy, and mail the original to the Graduation Division for processing.
- 10) In many cases, the dissertation committee will make suggestions to update the dissertation draft. After all members approve the final copy, upload it to [ProQuest](#) no later than the [dates](#) outlined by Graduate Division.