

Department of Biological Sciences
Kent State University
Pre-Defense Meeting Report

Meeting Date: _____

The Dissertation Committee in charge of the graduate work of _____
has conducted (his, her) Pre-Defense Meeting for the Ph.D. and reports as follows:

☐ **Dissertation is defensible and may move forward to the Oral Defense**

☐ **Dissertation is provisionally defensible, with the following changes:**

Date & Time of Dissertation: _____

Location of Dissertation: _____

Dissertation Title: _____

☐ **Dissertation, in its current form, is not defensible and cannot move forward to the Oral Defense ****

☐ Reason the dissertation is not defensible: _____

☐ Planned resolution & proposed timeline: _____

☐ **Seminar was completed**

☐ As part of the Weekly Seminar

☐ As an Independent Seminar

☐ **Seminar will be completed as part of student's defense**

Advisor's signature below indicates the entire Examining Committee (including the Graduate Faculty Representative) was consulted on whether the dissertation is defensible and the program requirements have been fulfilled (as detailed in the checklist below).

*** If the dissertation is not acceptable by more than 1 Examining Committee member, the oral defense cannot be held ***

Advisor's signature: _____

Please send completed form to Biological Sciences Graduate Office.

Timeline for the Dissertation and Instructions for completing the Pre-Defense Meeting Report Form

Timeline (according to [University Policy](#)): There is an initial minimum 10-day reading period prior to the convening of the pre-defense meeting. If the document requires revisions it is returned to the candidate with guidance on what changes should be made. Once the document has been resubmitted, or if there are no changes requested, there is then an additional minimum 10-day reading period prior to the defense- *it is at this time that the graduate office should be notified of the scheduled date and time of the defense so that it can be announced to the University community.* (Thus, at minimum, and if there are no corrections, the document **MUST** be provided to the committee 20 days prior to any planned defense date.)

In order for the Dissertation Committee to ensure the graduate student's dissertation is defensible, please complete this checklist.

- ☐ Determine whether the Dissertation style is correct (traditional or manuscript- it must be one or the other, not a hybrid).
- ☐ Confirm that the Dissertation formatting requirements have been followed; please see the [A&S style guide](#).
- ☐ Decide if the Dissertation is defensible. If it is not, provide specific feedback to the candidate- no defense can be scheduled until the document satisfies the committee. If the document is defensible as is, let the candidate know. If minor changes are required prior to proceeding to the Oral Defense, let the candidate know; this is a provisional acceptance and could, for instance, utilize a 10-day correction period prior to the final 10-day reading period.
- ☐ Determine whether or not the student has completed the required seminar. If not, make sure it is a part of the defense; please indicate the selection on the form. The Seminar should be a 40-50 minute talk, allowing time at the end for questions.
- ☐ Discuss the publication requirement for the program.
- ☐ Finally, the Dissertation Committee should indicate whether they Approve or Disapprove of the Dissertation moving to the defense by signing this form. This form should be submitted to the [Graduate Office](#) after this meeting.