NOTIFICATION OF READINESS TO DEFEND THE DISSERTATION

INSTRUCTIONS

1. Committee members are to sign this form at the pre-defense meeting.
2. Students are to provide an announcement of the defense with the following information
   - Title of Dissertation
   - Degree Program & Department
   - Date/Time/Location
   - Committee Members

Sample of an announcement can be found at https://www.kent.edu/cas/graduate-forms

3. The Office of Graduate Affairs will post a schedule of upcoming defenses outside 108 Bowman Hall.

The form and announcement need to be submitted to Graduate Affairs (108 Bowman Hall or casgraddoc@kent.edu) no later than 10 days prior to the scheduled date of defense.

The Dissertation Committee has held the pre-defense meeting for:

Student Name _______________________________ I.D. Number _____________________
Degree Program _____________________________ Department ___________________

It has been determined that the above-named student’s dissertation is in final draft form and is ready to be defended

Name (typed) Department Signature
_________________________________________ ___________________________ ___________________________
_________________________________________ ___________________________ ___________________________
_________________________________________ ___________________________ ___________________________
_________________________________________ ___________________________ ___________________________
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 defendable, please complete this checklist.

☐ Confirm that the Dissertation formatting requirements have been followed; please see the A&S style guide.

☐ Decide if the Dissertation is defendable. 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 defendable 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.

☐ 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 email: casgraddoc@kent.edu after this meeting.