

# Dissertation Defense Process

01

## Know the Deadlines and Guidelines for Planning Your Defense

Deadlines to submit the final copy of written thesis

Graduate School guidelines  
\* Must complete dissertation in 4 calendar years after comprehensive exam

02

## Submit *Dissertation Defense Scheduling Form*

Student emails form to ISSTBE program directors with completed ISSTBE flight plan to schedule their dissertation defense. This form is due no later than 3 weeks before the oral defense.

03

## Finalize Dissertation

Email Courtney Kerr to review for dissertation formatting.

At least 2 weeks prior to dissertation defense presentation date, student submits a copy of written dissertation to committee members.

04

## Defend Dissertation

Student submits dissertation presentation to ISSTBE program directors & committee members prior to presentation.

Advisor brings and collects completed dissertation evaluation forms from each committee member. They must be emailed to ISSTBE program directors immediately after defense.

Student collects signatures on electronic dissertation signature page and submits it to Courtney Kerr via email.

05

## Submit Final Dissertation

Student incorporates changes from committee and format changes from Courtney Kerr. Student obtains final approval on dissertation from advisor and Courtney Kerr.

Student follows the directions from Courtney Kerr to submit final dissertation electronically (example of 2020 directions)

Student submits ISSTBE exit survey to ISSTBE program directors.

Student submits final dissertation with electronic signature page to ISSTBE program directors.

Final Semester of Doctoral Candidacy

CONGRATS!