

Guide to Scheduling Your Defense

Deadline Dates:

Reference the [Graduate School Academic Calendar](#) for the following deadlines:

- ❖ Nominations for specific term Graduation deadline
- ❖ Final day to submit Defense copies and “Request to Schedule...” forms for Thesis/Dissertation Defense
- ❖ Final Copies of Theses/Dissertations for specific term graduation deadline. NO EXTENSION
- ❖ All exam results, Changes of Grade (for previous semesters) and grades for Summer term deadline

★ **PLEASE NOTE: If you will defend during Summer semester, but will not graduate until December, remember that you must enroll in at least one credit for Fall semester.**

1. Choose a date

We recommend working backwards from the date the Final Copy is due when scheduling your Defense.

Consider:

- How long would I need to make any updates/changes/corrections following my Defense?
- Are any of my Committee members away at any time during this semester?
- Will I have 20 calendar days before my defense date to get the necessary paperwork to the Graduate School?
- What dates might be more convenient for me and my Committee Members? (Hint: have a couple of dates in mind in case your Committee cannot all convene on your first choice of dates)

2. Confirm that your Committee members are all available on the same date and at the same time.

- It is best if they will all be physically present for the Defense.
- Only one of your Committee members will be allowed to participate remotely (via Skype, for example) if necessary; the Chair of your Defense and your major professor must be physically present
- If a Committee member participates remotely, arrangements must be made to obtain that member’s hard copy signature on the Results form and the Signature Page to be included with your Final Copy. The Graduate School does not accept electronic signatures or proxy signatures for the missing Committee member on Defense Results forms.
- At this time, you may also want to reserve a location for your Defense. Please work with your Major Professor or Department to find a space.

3. Complete the “Request to Schedule an Oral Defense of a Master’s Thesis/Doctoral Dissertation” form

- This form is located on the Graduate School website at <https://web.uri.edu/graduate-school/forms/>
- NOTE: If you have any Committee Members who are from outside URI, you cannot use our electronic forms. Please contact the Graduate School and we will provide you with a PDF form to complete instead.

★ **TIP – you may want to review the Graduate School website for information about preparing your defensible copies and uploading your Thesis/Dissertation to ProQuest. This may save you time and effort later when you have to prepare your Final Copy for submission.**

4. Submit Defense Documents

- 20 calendar days (“Calendar Days” means weekends, holidays, Spring Break, etc. are all counted) before your actual Defense you must bring at least one hard copy of your Thesis/Dissertation to the Graduate School.
 - One copy of your Thesis/Dissertation is mandatory for your Defense Chair. If any other Committee members request a paper copy, you must supply that as well.
 - Defense copies should each be in a manila envelope with a copy of the title page taped to the front.
 - The completed “Request to Schedule...” form should have already reached us electronically or arrive soon after. Be sure to check on this form when you come to the Graduate School with your hard copy.
- The Graduate School will prepare the official memos and the packet necessary for the Chair of your Defense Committee. You will receive an email once these are ready to be picked up.

5. Deliver Defense Documents

- When you receive the Graduate School notification that your packet and memos are ready, you must pick them up from the Graduate School and deliver them to your Committee members.
- Your Committee should receive these memos and the packet approximately 10 to 15 calendar days before the Defense date.
- Electronic copies may be sent to the remaining Committee members at this same time.
- You will also receive a copy of the official memo for yourself along with a packet containing tips to help you with Formatting and completing your Final Copy after the Defense.
 - NOTE: A Binding Fee and yellow receipt are no longer required.

6. The Day of your Defense

- We recommend bringing the Signature Page and Library Rights Statement with you on the day of your Defense. Since your entire Committee will be there, you can get all the necessary signatures at one time
- Your Defense Chair should have a copy of the Results form in their packet. It should be completed and signed by everyone immediately after your Defense, once their decision has been made.
- Please be sure that you sign the Results form as well as having your Department Chair sign it (if he/she did not attend the Defense). These are the 2 signatures that are often missing when the form arrives in the Graduate School.
- The Results form should be delivered to the Graduate School as soon as possible after the Defense is completed.

7. A Note on Defense Results

- If your Committee chooses #1D or #1E for your Defense Result, you will need to submit a “Certification that Mandatory Corrections were Made to a Successfully Defended Thesis/Dissertation.” This form may be found on the Graduate School website and should be completed and submitted to the Graduate School before your Final Copy is submitted.
- Final Copy Date – if your Committee lists a date that is different from the semester deadline for Final Copies, you have a choice of when to submit your Final Copy. You may continue to follow the Graduate School deadline calendar, in which case you will graduate as of August 2019. However, if the Committee chooses a date later than our deadline, you will not graduate for August and must enroll in at least one credit for the semester in which you will be submitting your Final Copy and graduating. Feel free to discuss this further with the Graduate Records and Enrollment Representatives once you receive your Defense Results.

8. Final Copy

- If you have not already done so, you will need to upload your Thesis/Dissertation to ProQuest after your Defense in order to prepare for your Final Copy.
- All corrections/changes/updates should be made to this electronic copy.
- The Graduate School Formatter will then review and approve your online copy. Please do not print and submit your Final Copy until you receive their approval email.
- Once approved, you may print the Final Copy and submit it to the Graduate School. It should be delivered to us in a manila envelope with the Signature Page and Library Rights Statement included inside. On the outside of the envelope, please tape a page with the following items listed:
 - Thesis/Dissertation Title
 - Your Name
 - Your Major Professor’s name
 - Your Department
- This copy must be delivered to the Graduate School’s Main Office located in Quinn Hall room 204 by the end of the business day (4:30 p.m.) on Final Copies of Theses/Dissertations for graduation deadline. NO EXTENSIONS. Reference the [Graduate School Academic Calendar](#) for the term deadline.
- ***For Dissertation Students Only:***
 - Complete the “Survey of Earned Doctorates” and include this in the manila envelope with your Final Copy: <https://sed-ncses.org/login.aspx>
 - Complete the “Commencement Questionnaire” whether or not you intend to participate in Commencement: <https://forms.gle/iQXQ6ojpsi2hTz3A6>

We hope these guidelines will help you in preparing for your Defense. We also encourage you to work with your Major Professor and Department to complete these preparations.

As always, you may contact the [Graduate School Liaisons](#) if you have any questions. Please be sure to include your URI ID number in your email.