

## Student Dissertation Checklist Items for the DGSA

Student Name \_\_\_\_\_

Please book my defense for the following date and time: \_\_\_\_\_

This date and time are confirmed with all committee members. \_\_\_Yes \_\_\_ No

I expect at least one faculty to attend remotely. \_\_\_Yes \_\_\_ No

**Remote participant** information:

1) \_\_\_\_\_

Name Phone Number Email

2) \_\_\_\_\_

Name Phone Number Email

(Please list a phone number above that can be used to reach faculty member the day of the exam in case of a technical failure of the video conference.)

I need **parking arrangements** for one or more external faculty members. \_\_\_Yes \_\_\_ No (If yes, give name(s) below.

1) \_\_\_\_\_

Name Email

2) \_\_\_\_\_

Name Email

The title for my dissertation is:

\_\_\_\_\_

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**For DGSA use only:**

Action	Requested	Completed	Communicated	Notes
Room booking				
Remote permission fr JK				
Remote instructions				
WebEx scheduled				
Advisor letter				
Defense Announcement				
Parking				
Exam procedures to faculty				
Committee Exam Reminder				