



### Official Notice

Students must give official notice to schedule oral research proposal defense at least **ten (10) business days prior** to the presentation date. Students must give official notice to schedule an oral dissertation or thesis defense at least **fifteen (15) business days prior** to the presentation date.

Student Name: \_\_\_\_\_ Rocket Number: **R** \_\_\_\_\_

Degree Program: \_\_\_\_\_ Date of Application \_\_\_\_\_

\_\_\_\_\_

Date of presentation	Time	Location
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**I am scheduling an Oral Research Proposal Defense**

Proposal title:

- The student should submit the written research proposal to the committee members two weeks prior to the scheduled proposal presentation.
- All members of the committee must be present at the proposal defense.
- Students may repeat a defense only once.
- Oral Research Proposal Defenses are open to faculty members and graduate students in the candidate’s program of study.

**I am scheduling an Oral Dissertation or Thesis Defense**

Dissertation  
or thesis title:

- The student should submit the written dissertation or thesis to the committee members three weeks prior to the scheduled dissertation or thesis presentation.
- All members of the committee must be present at the oral defense.
- Students may repeat a defense only once.
- Oral Defenses are open to all faculty members, graduate students, and the public.

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*Information above the line cannot be edited after signatures are added below.*

Student Signature

Dissertation or Thesis Committee Chair