

Request to Schedule Project/Thesis/Dissertation Essay Defense

Instructions: School of Music policy requires that your Project/Thesis/Dissertation Essay be submitted to your Supervisory Committee at least a month before your defense. After submitting your completed document, please contact all of your committee members to schedule your defense date. Once you have obtained all their signatures, submit this form to the Academic Coordinator. The Academic Coordinator will schedule a location for your defense (**please do not schedule the location on your own**).

Please be aware that all defenses must be held before the last day of classes in each Fall or Spring semester. Defenses are not permitted during finals, graduation days, or during the Summer semester—no exceptions. Incomplete (I) grades must be adequately made up by the first day of the semester in which the defense is given.

For degree programs requiring a Thesis or Dissertation, submit a 1-page abstract with this form.

Name _____ Student ID# _____

E-mail address _____ Phone# _____

Degree: MM MA DMA PhD Area of Specialization _____

Requested Defense Date _____ Requested Defense Time _____

Equipment needs (e.g. piano, audio-visual) _____

Date Project/Thesis/Dissertation Essay submitted to Supervisory Committee _____

Term of Graduation _____ Abstract Attached: Yes No Not applicable

Title of Project/Thesis/Dissertation Essay _____

See reverse side for committee signatures.

I certify that I have received the student's Project/Thesis/Dissertation Essay at least a month in advance of the requested defense date listed above. I am indicating my availability and approval of the proposed defense date and time by signing below.

Committee Chair _____
Print Name Signature Date

Member _____
Print Name Signature Date

Member _____
Print Name Signature Date

Member _____
Print Name Signature Date

Member _____
Print Name Signature Date