

Ph.D. Program – December Graduation

Final Semester Timeline

Click [here](#) to view the deadline dates for December graduation.

Dissertation Committee Approval Form: The Dissertation Committee is typically comprised of Candidacy Examination Committee members plus one external member. **From the Graduate Catalog:**

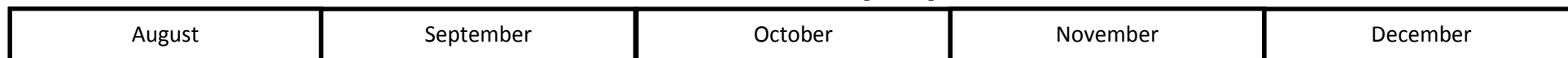
*“Candidacy examination committees must be appointed no later than the conclusion of the semester or term **preceding** the semester or term in which the student will take the examination; dissertation committees must be formed **before or soon after** the student passes the candidacy examination.”*

All defending students:

Meet with DGS to review your IDP and Academic Requirements.

Students with approved co-advisors: These names are to be listed as **co-chairs** on the relevant Graduate School forms (i.e. Candidacy Examination; Dissertation Committee Approval Form....)

SLO 5b, SLO 5c, SLO 5d: Oral Defense of Dissertation Rubric
 Deadline to submit [Results of Oral Defense of Thesis or Dissertation](#).
 See page 2 of this document for instructions on filling out this form.



Commencement Ceremony

First week of classes: Submit [IRB Inquiry Form](#).

Deadline to submit [Request for Oral Defense of Dissertation](#) form. Must be submitted at least three weeks prior to the defense date. A paper copy of pre-defense version is also required when you submit this form. The Graduate School will distribute this copy to the Dean’s Designee. See page 2 of this document for instructions on filling out this form.

Deadline to submit post-defense version of dissertation (all revisions completed) using the [NIU ETD website](#). **This is a no exceptions deadline.**

Same deadline to defer graduation from a previous semester using the [Deferral of Graduation Request](#) form.

SLO 5b, SLO 5c, SLO 5d: Written Dissertation Rubric

All paper forms, along with the pre-defense dissertation, must be turned in to Ryan Damhoff (Faraday Hall 323).

Additional Graduate School forms:

[Request to Change Doctoral Committee](#) form: Must be filed if any member of the previously approved dissertation committee is added or dropped.

Request for Oral Defense of Dissertation form: An important note.

- The bottom of this form has the following: **“Signatures indicate that the committee member has read the dissertation and agrees to schedule a defense. Signatures do not indicate final approval”**. A defense committee member therefore has the right to refuse signing this form if they have not yet read your dissertation.

Results of Oral Defense of Thesis or Dissertation form: Instructions.

Results of Oral Defense of Thesis or Dissertation

Student ZID

Department Program

Date of Defense Degree Master's Doctoral Attempt First Second

Type of defense Thesis Dissertation Master's Project Recital
 Combined comprehensive exam & thesis defense/recital/show

Title of Thesis/Dissertation

- Prior to your defense, complete the top part of the form, as shown above. The Program field may be left blank. Bring the form, with the top part completed, to your defense. Notify your advisor(s) that you will do this.
- At the end of your defense, the appropriate pass/fail box is checked and the committee members print and sign their names to certify the outcome.
Results of Defense Pass Fail
- The committee will also mark one of the pass options below.

If passed, mark one:

____ Pass: **THE THESIS/DISSERTATION REQUIRES NO FURTHER REVIEW BY THE COMMITTEE OR CHAIR**
The thesis/dissertation may be submitted to the Graduate School for review. Submit this form to the Graduate School by fax (753.6366) or hand deliver to Adams Hall 223 within 3 days of the defense.

____ Pass: **THE THESIS/DISSERTATION REQUIRES REVISIONS OR CORRECTIONS WHICH MUST BE REVIEWED**
The thesis/dissertation requires revisions that must be approved by the committee prior to submission to the Graduate School. Indicate below the required revisions and names of committee members responsible for approving the revisions. **DO NOT SUBMIT THIS FORM OR THE THESIS/DISSERTATION UNTIL REVISIONS OR CORRECTIONS ARE APPROVED AND APPROVALS ARE INDICATED BELOW.**

	<p>Once revisions are approved, the chair and committee members conducting the review initial here:</p> <p>Submit form immediately by fax (753.6366) or hand deliver to Adams Hall 223.</p>
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If revisions are required, your advisor(s) will list the names of the committee members that will review the revisions in the left box. On approval of the revisions, the listed members will initial the right box. The committee chair(s) may assume signature authority for revision approval.

- Submit the initialed form to Ryan Damhoff (or Linda Davis if Ryan is absent) by the appropriate deadline. This ensures that the department has a copy of the form.