

## **2023-2024 Ph.D. Dissertation Defense To Do List**

- Review Rackham's webpage [Completing the Doctoral Degree Requirements](#)
- Select Dissertation Committee Members & 2 Readers & inform Math Grad Office by: **4-6 months before Defense Date**
- Choose defense date & time with committee members, inform Math Grad Office, & create Zoom room or request room from <https://tinyurl.com/UMMathRoomRequest> by: **10 weeks before Defense Date**
- Give draft of thesis to committee members by: **9 weeks before Defense Date**
- Complete [Rackham Pre-Defense](#) by: **3 weeks before Defense Date**
- Remind Readers to submit reports to Math Grad Office by: **2 weeks before Defense Date**
- Remind Committee Members to complete Rackham Thesis Evaluations by: **3 days before Defense Date**
- Defend your thesis on: **Your Defense Date** (recommend at least 2 weeks prior to Rackham Requirement Deadline)
- Complete [Rackham Post-defense submission](#) by 5pm Eastern Time: **Rackham Requirement Deadline**

### **Sample Timing for a Winter Grace Period Conferral August 16, 2024**

1. Select Dissertation Committee Members & 2 Readers & inform Math Grad Office by: **2/12/2024**
2. Choose defense date with committee members, inform Math Grad Office, & request room from Math Undergrad Office by: **3/25/2024**
3. Give copies of thesis to committee members by: **4/1/2024**
4. Complete [Rackham Pre-Defense](#) by: **5/13/2024**
5. Remind Readers to submit reports to Math Grad Office by: **5/20/2024**
6. Remind Committee Members to complete Rackham Thesis Evaluations by: **5/30/2024**
7. Defend your thesis on: **6/3/2024**
8. Complete [Rackham Post-defense submission](#) by: **6/17/2024**