

Ph.D. Dissertation Defense To Do List

- Review Rackham's webpage [Completing the Doctoral Degree Requirements](#)
- Select Dissertation Committee Members by: **4-6 months before defense date**
- Choose second reader if Math (AIM's 2nd reader is 2nd advisor) by: **4-6 months before defense date**
- Submit Dissertation Committee Member form to Graduate Office by: **4 months before Defense Date**
- Choose defense date with committee members by: **10 weeks before Defense Date**
- Inform Grad Office of defense date & request a room reservation by: **10 weeks before Defense Date**
- Give copies of thesis to committee members by: **9 weeks before Defense Date**
- [Schedule Pre-Defense Meeting](#) at Rackham *for on or before*: **3 weeks before Defense Date**
- Remind Readers to submit reports to Graduate Office by: **2 weeks before Defense Date**
- Remind Committee Members to turn in form to Rackham by: **3 days before Defense Date**
- Defend your thesis on: **Your Defense Date**
- [Schedule Post-defense Meeting](#) at Rackham *for on or before*: **Rackham Conferral date**

Sample Timing for a Winter Grace Period Conferral of April 30, 2021

Select Dissertation Committee Members by: **November 5, 2020**

Choose second reader if Math (AIM's 2nd reader is 2nd advisor) by: **November 5, 2020**

Submit Dissertation Committee Member form to Graduate Office by: **November 5, 2020**

Choose defense date with committee members by: **December 25, 2021**

Inform Grad Office of defense date & request a room reservation by: **December 25, 2021**

Give copies of thesis to committee members by: **Friday, January 1, 2021**

[Schedule Pre-Defense Meeting](#) at Rackham *for on or before*: **February 12, 2021**

Remind Readers to submit reports to Graduate Office by: **February 19, 2021**

Remind Committee Members to turn Forms into Rackham by: **March 2, 2021**

Defend your thesis on: **March 5, 2021**

[Schedule Post-defense Meeting](#) at Rackham *for on or before*: **April 2, 2021**