

Out-of-Semester Dissertation Defenses

In order for a student to have a dissertation defense between semesters (or when the University is not in session), the student who is defending the dissertation must make certain that the following conditions are met:

- 1) Make certain that a room is reserved and that the time of the defense is clear for all of the faculty members who are involved in the defense.
- 2) Make certain that all of the members on the dissertation committee agree to attend the defense on the agreed-upon date and time, even though they are not officially on duty during the date of the examination.
- 3) The student who is defending the dissertation is responsible for finding the Graduate Dean's representative. The Graduate Dean's representative must be from another department (i.e., if the student is in the department of English, the Graduate Dean's representative cannot be a member of the Department of English). The Graduate Dean's representative must also be a member of the Graduate Faculty at Texas Tech University. The Graduate Dean's representative must also agree to perform his or her duties on the agreed-upon date and time, despite the fact that s/he is not officially on duty during the date of the examination.
- 4) Write a memo to Ralph Ferguson, Associate Dean of the Graduate School, explaining why the out-of-semester date for the dissertation defense is necessary.
- 5) Notify Ms. Becky Davidson, Thesis/Dissertation Supervisor, of the date, time, place, and name of the Graduate Dean's representative. Supply this information at least three weeks in advance of the defense.