

*MEMORANDUM  
Graduate School  
Texas Tech University*

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**TO: Doctoral Candidate**

**FROM: Becky Davidson, Thesis/Dissertation Supervisor ([becky.davidson@ttu.edu](mailto:becky.davidson@ttu.edu))**

**SUBJECT: "To Do" List before Final Doctoral Examination**

**Please check with Gloria McNeme at the Graduate school to verify that all your prerequisites have been met before setting your defense date.**

The examination is a formal public affair. Therefore, it must be held during weekday business hours when classes are in session and not during break periods. (A defense may begin as late as 4:30 p.m. in the afternoon). At least 3 weeks before the examination, you should submit your signed notification form and defense abstract to me. These forms are available on the Graduate School web site. **If your chairperson is out of town, I have suggestions for completing the form, so please contact me.** Please also email the completed form and abstract Word files to [becky.davidson@ttu.edu](mailto:becky.davidson@ttu.edu). You will also need to provide notification to your committee and department. Please check with your departmental graduate advisor as to the requirements and procedures in preparing and announcing your final oral examination within your department.

It is advisable for all members of your committee to have a copy of your dissertation at least 2 weeks before your defense. Please check with your department's graduate advisor or dissertation chairperson as to what is required in your particular department. (NOTE: Some departments require distribution of your dissertation 4 weeks before your defense.)

The Dean's Representative (a Graduate Faculty member from outside your department serving as an observer at your defense) will need a copy of your dissertation at least a week before the examination. If you have a suggestion regarding the selection of this individual, please let me know when you submit your notification form.

Your title page packet will be prepared after you have submitted your defense notification form and the Dean's Representative has been assigned. (Please contact me a couple of weeks before your defense if any of your members are out of town and will not be at the defense.) I will email you when your title page packet is ready. Pick up your title page packet at the Graduate School and proofread it before your defense. Please let me know of any title page changes needed. Generally, your committee will sign this page after your defense. However, some committees will sign after you have made their requested revisions. Your committee members do not need to sign it in any specific order other than your chairperson(s) is (are) first. Signatures may be in either blue or black ink. The Dean's Representative does not sign the title page.

Should you need to postpone your defense, please notify the Dean's Representative and me as soon as possible. A notice regarding the postponement should be posted outside the room on the original date. Please also check with me regarding other matters regarding your postponement.

If you do not meet the current semester's deadlines, you will need to: file a new intention to graduate form, request a new title page, and enroll for the new semester.

Congratulations and thank you for your cooperation!

(8/4/04)

