



DEPARTMENT OF  
NUTRITIONAL  
SCIENCES

TEXAS TECH  
College of Health & Human Sciences

# It's Time for your DEFENSE

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Forms that need to be filled out can be found on the departmental [website](#) under Students > Forms & Resources  
All other forms mentioned will be initiated electronically in the Enrollment Services Portal

## **Defense Announcement & Defense Notification Form**

The Defense Announcement is used to invite the department to your oral defense. This should be filled out and turned in via email and will prompt me to initiate the Defense Notification Form. These are due **3 weeks before your defense** date or by the deadline given by the Graduate School. I will initiate the Defense Notification Form electronically, and you will receive an email to input your defense information. You cannot initiate these forms until you have a set committee, date, time, and location for your defense.

## **Oral Defense Results Form**

The Oral Defense Results Form should be initiated upon the completion and passing of your oral presentation. Please send an email indicating that you have passed your oral defense so I can initiate the form electronically.

In the email please include all committee members and deans rep full names, first, last, and email. Also, please indicate if members are external. Include the title of your thesis/dissertation and R Number.

## **Final Copy Approval Form**

The Final Copy Approval Form should be initiated upon the completion and finalization of your Thesis/Dissertation. Please send an email indicating that you have finalized your document so I can initiate the form electronically.

All emails should be sent to [maegan.guzman@ttu.edu](mailto:maegan.guzman@ttu.edu) and copy your faculty advisor/committee chair

All semester specific deadlines can be found on the Graduate School [website](#) Click on Academic Progress > Graduation Deadlines