

**SCHEDULING OF SEMINAR and DEFENSE**

**To the Student:**

**Remember: The DEFENSE should be announced to the faculty approximately two weeks prior to actual date**

- (1) Arrange the date and time of the seminar and defense with all members of your Advisory Committee.
- (2) Arrange for a Moderator of the examination. The list of faculty who serve as Moderators is available at the following URL:

[http://www.vims.edu/intranet/graduate\\_studies/Moderators/index.php](http://www.vims.edu/intranet/graduate_studies/Moderators/index.php)

Contact the secretary of your department to reserve and schedule rooms for both the seminar and defense.

- (3) No later than 1-1/2 to 2 weeks prior to the seminar and defense, return this form to the SMS Graduate Registrar (Watermen's 253)

**OR**

Email the information requested below to the SMS Graduate Registrar. (Be certain to include the title of your research.)

**Optional:** A degree candidate may arrange for campus-wide announcement of his or her seminar/defense by submitting information directly to the Publications Center. A copy of the candidate's thesis or dissertation abstract and a graphic design for the cover of the brochure should be included in the information submitted to the Publications Center.

STUDENT: \_\_\_\_\_ DEGREE PROGRAM \_\_\_\_\_  
(PRINT NAME)

DISSERTATION or THESIS  
TITLE: \_\_\_\_\_

**PRINT FULL FIRST NAME, INITIAL AND LAST NAME OF EACH COMMITTEE MEMBER (NO NICK NAMES PLEASE):**

\_\_\_\_\_  
*Moderator*

\_\_\_\_\_  
Major Advisor or Co-Advisor

\_\_\_\_\_  
Co-Advisor or Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

<b>DATE:</b> _____	_____
Day of Week	Month/Day/Year
<b>SEMINAR:</b> _____	_____
Location	Hour
<b>DEFENSE:</b> _____	_____
Location	Hour

Return this form to the Associate Dean of Academic Studies, c/o Graduate Registrar, Watermen's 253.