

SCHEDULING OF SEMINAR and DEFENSE

To the Student:

Note: 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/sms/documents/moderators.html>
- (3) **Contact the secretary of your department to reserve and schedule rooms for both the seminar and defense.**
- (4) **No less than 1-1/2 to 2 weeks prior to the seminar and defense, return this form to the SMS Graduate Registrar (Watermen's 233)**
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: _____ (PRINT NAME) DEGREE PROGRAM _____

DISSERTATION or THESIS TITLE: _____

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

<i>Moderator</i>	
Major Advisor or Co-Advisor	Co-Advisor or Committee Member
Committee Member	Committee Member
Committee Member	

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

Return this form to the Graduate Dean's Office, c/o Graduate Registrar, Watermen's 233.