

**BATTEN SCHOOL OF COASTAL & MARINE SCIENCES & VIMS**  
**FINAL DRAFT DISTRIBUTION | DEFENSE SCHEDULING NOTIFICATION**

1. The student's advisor and/or co-advisor must **review and approve the final draft** of the student's thesis or dissertation **before** it is distributed to other members of the student's advisory committee.
2. The seminar and defense will be announced to the Batten School & VIMS community at least two weeks prior to the defense seminar date.

STUDENT FIRST NAME	STUDENT LAST NAME	BANNER ID	DEGREE PROGRAM
EMAIL ADDRESS			

**Thesis or Dissertation Research Title:** ☐ Thesis ☐ Dissertation

**Advisor(s) Approval:** I certify that I have completed a review of the final draft of the thesis or dissertation of the above-named student and give approval for its distribution on \_\_\_\_\_ to other members of the advisory committee.

Distribution Date of Final Draft

ADVISOR NAME	EMAIL ADDRESS	SIGNATURE	DATE	REMOTE?
CO-ADVISOR NAME	EMAIL ADDRESS	SIGNATURE	DATE	REMOTE?

**Identify committee members and moderator below.** Make sure you list your committee members' names in the **same order** as you did on the previous DocuSign powerform landing page. Please include first name, middle initial, and last name (do not use nicknames).

If the final draft is to be distributed **less than (30) days** from the defense date, signatures from **all members** of the advisory committee **and** the moderator are also required, indicating their approval of an alternate distribution schedule.

COMMITTEE MEMBER #1	EMAIL ADDRESS	SIGNATURE	DATE	REMOTE?
COMMITTEE MEMBER #2	EMAIL ADDRESS	SIGNATURE	DATE	REMOTE?
COMMITTEE MEMBER #3	EMAIL ADDRESS	SIGNATURE	DATE	REMOTE?
COMMITTEE MEMBER #4	EMAIL ADDRESS	SIGNATURE	DATE	REMOTE?
COMMITTEE MEMBER #5	EMAIL ADDRESS	SIGNATURE	DATE	REMOTE?
MODERATOR	EMAIL ADDRESS	SIGNATURE	DATE	

Committee members are expected to attend the defense in person. Should a committee member need to participate remotely, however, the advisor should alert the moderator and confirm the availability of adequate means of communications, both at the Batten School & VIMS and at the remote location. In the event that **more than one** committee member participates remotely, AD-AA approval may also be required.

**Seminar and Defense Scheduling Information:**

EVENT	DAY OF THE WEEK	DATE	START TIME	ROOM RESERVED
SEMINAR				
DEFENSE				

Contact Bob Polley ([bob@vims.edu](mailto:bob@vims.edu), ext. 7078) in VIMS IT to request special AV setup requirements 30 days prior to defense date. Bob must confirm availability of date for public webinar.

**Associate Dean for Academic Affairs Approval:**

In the event that **more than one** committee member participates remotely, AD-AA approval may also be required. ☐ Approved ☐ Denied

SIGNATURE	DATE
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