

**SCHOOL OF MARINE SCIENCE
FINAL DRAFT DISTRIBUTION | DEFENSE SCHEDULING NOTIFICATION**



1. The student's Major and/or Co-Major 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 final draft of the thesis or dissertation must be submitted to all members of the student's advisory committee **at least thirty (30) days prior** to the date of the seminar and defense. The Graduate Registrar must have this notification on file to verify compliance with the policy. In the event the final draft is distributed **less than** (30) days from the defense date due to unforeseen extenuating circumstances, signatures from **all** members of the advisory committee **and** moderator will be required before the defense can be scheduled.
3. The seminar and defense will be announced to the VIMS community no less than two weeks prior to the defense seminar date.

STUDENT LAST NAME	STUDENT FIRST NAME	M.I.	BANNER ID (93#)	EMAIL ADDRESS	DEGREE
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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 today, _____, to other members of the advisory committee.

Distribution Date of Final Draft

MAJOR ADVISOR NAME	EMAIL ADDRESS	SIGNATURE	DATE	REMOTE? <input type="checkbox"/> Y <input type="checkbox"/> N
CO-MAJOR ADVISOR NAME	EMAIL ADDRESS	SIGNATURE	DATE	REMOTE? <input type="checkbox"/> Y <input type="checkbox"/> N

Identify committee members and moderator below. Please include first name, middle initial, and last name (do not use nicknames). Email addresses will be used to distribute the thesis/dissertation final acceptance form via DocuSign following the defense.

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? <input type="checkbox"/> Y <input type="checkbox"/> N
COMMITTEE MEMBER #2	EMAIL ADDRESS	SIGNATURE	DATE	REMOTE? <input type="checkbox"/> Y <input type="checkbox"/> N
COMMITTEE MEMBER #3	EMAIL ADDRESS	SIGNATURE	DATE	REMOTE? <input type="checkbox"/> Y <input type="checkbox"/> N
COMMITTEE MEMBER #4	EMAIL ADDRESS	SIGNATURE	DATE	REMOTE? <input type="checkbox"/> Y <input type="checkbox"/> N
COMMITTEE MEMBER #5	EMAIL ADDRESS	SIGNATURE	DATE	REMOTE? <input type="checkbox"/> Y <input type="checkbox"/> N
MODERATOR		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 VIMS and at the remote location. In the event that **more than one** committee member participates remotely, AD-AS approval is also required.*

Seminar and Defense Scheduling Information:

EVENT	DAY OF THE WEEK	DATE	TIME	ROOM RESERVED
SEMINAR				
DEFENSE				

Contact Bob Polley in ITNS (bob@vims.edu, ext. 7078) to request special AV setup requirements 30 days prior to defense date.

Associate Dean of Academic Studies Approval:

In the event that **more than one** committee member participates remotely, AD-AS approval is also required. Approved Denied

SIGNATURE	DATE
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