

FINAL DEFENSE – CHECKLIST

1. (OPTIONAL) RECONSTITUTE YOUR DOCTORAL COMMITTEE (6 WEEKS BEFORE EXAM)

If you need to add or change a committee member:

- Complete Sections I and II of the RECONSTITUTION OF COMMITTEE FORM
Form found at: <http://www.gdnet.ucla.edu/gasaa/library/docreconst.pdf>
- Have your chair sign next to his or her name (NOT at the bottom)
- Submit the form in to the Grad Affairs Office in 291 Eng VI 6 weeks prior to the exam

2. (OPTIONAL) REQUEST ONE REMOTE PARTICIPANT (6 WEEKS BEFORE EXAM)

- If a member of your committee wishes to attend remotely (and only 1 “inside” member may do so, excluding the chair), submit a written request from your chair requesting remote participation for that member.

3. SCHEDULE A ROOM (4 WEEKS BEFORE EXAM)

- Coordinate with your committee to find a date and time that will work for all of them
- Go to the Student Affairs Office at 291 Eng VI with your date and time or send an email request to Joseph Brown (jbrown@cs.ucla.edu). He will schedule a room for you. This must be done 4 weeks prior to the exam

4. SUBMIT DRAFT OF DISSERTATION TO COMMITTEE MEMBERS (4 WEEKS BEFORE EXAM)

- Email or deliver your dissertation to your committee members

5. EMAIL ABSTRACT & TITLE TO THE CS GRAD AFFAIRS OFFICE (2 WEEKS BEFORE EXAM)

- Email an abstract and title of your dissertation to Joseph Brown (jbrown@cs.ucla.edu) in the CS Graduate Student Affairs Office. This information will be used to announce your defense to the faculty.

6. UPLOAD YOUR DISSERTATION AND LET THE GSAO OFFICE KNOW WHEN YOU HAVE DONE SO.

If you have any questions, please do not hesitate to visit the CS Graduate Student Affairs Office, or email Joseph Brown at jbrown@cs.ucla.edu.

Due to various University Policies, failure to complete these steps without their allotted lead time (6 weeks, 4 weeks, and 2 weeks prior to your scheduled exam) may result in requiring you to reschedule your exam.