

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: www.gdnet.ucla.edu/gasaa/library/docreconst.pdf

- Every member of the new committee must sign in the column next to their name.
- Submit the form in to the Grad Affairs Office in 291 Engineering VI weeks prior to the exam.

2. Final Defense is Now Done Remotely

- Email Joseph Brown (jbrown@cs.ucla.edu) the date of your final defense at least 4 weeks prior.

3. SCHEDULE A DATE AND TIME FOR YOUR FINAL DEFENSE (4 WEEKS BEFORE EXAM)

- Coordinate with your committee to find a date and time that will work for all of them.
- Email Joseph Brown (jbrown@cs.ucla.edu) and include the following information:
 - Subject of email: **Final Defense Date**
 - Title of your dissertation
 - An abstract summary, of around 100 words

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

- Refer to the “Policies and Procedures for Dissertation Preparation and Filing” (found at Graduate Student Handbook – Doctoral Dissertation and Filing Fee)
- Email or deliver your dissertation to your committee members.
- Joseph Brown will provide your academic file for the final defense providing you have informed him 4 weeks prior to the defense.

5. DEFEND YOUR DISSERTATION

6. FILE ONLINE

- Follow the instructions at <https://grad.ucla.edu/gasaa/etd/filingrequirements.pdf>
- Inform your committee that your dissertation has been uploaded and is ready for final approval.
- Send an email to Joseph Brown (jbrown@cs.ucla.edu) stating that you have uploaded your dissertation.
- ***Due to various University Policies, failure to complete these steps without their allotted lead time may result in requiring you to reschedule your exam.***