

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>
- 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 4403 Boelter Hall 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.
- The contents of this letter must address the issues enumerated on pages 20 and 21 of the Standards and Procedures, found at: <https://grad.ucla.edu/gasaa/library/spfsgs.pdf>

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.
- E-mail Jeanette Reyes at jreyes@cs.ucla.edu, and include the following information:
 - o Subject of email: **Final Defense Schedule - (Your Name)**
 - o Requested date and time of exam
 - o Title of your dissertation
 - o Your committee chair
 - o The remaining committee members
 - o 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 <http://www.gdnet.ucla.edu/gasaa/etd/thesisguide.pdf>.
- Email or deliver your dissertation to your committee members

5. DEFEND YOUR DISSERTATION

6. FILE ONLINE

- Follow the instructions at <http://www.grad.ucla.edu/gasaa/etd/thesisguide.pdf>
- Inform your committee that your dissertation has been uploaded, and is ready for final approval.
- Send an email to jreyes@cs.ucla.edu with the **final title of your dissertation**. Please write “final dissertation title” in the subject of your email.

Due to various University Policies, failure to complete these steps without their allotted lead time may result in requiring you to reschedule your exam.