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# Schedule of Dissertation/Capstone Defense

## When to Use this Form

This form is used by doctoral candidates who are preparing to schedule their dissertation/capstone defense, as part of the requirements for graduation.

**Remember that doctoral candidates must schedule their dissertation/capstone defense no later than one week prior to their defense. Check the graduation deadlines at <http://tiny.utk.edu/grad-deadlines> for the specific deadline for the term in which you intend to graduate.**

## Instructions

1. Fill out all fields on the form, using as many committee member fields as necessary (*no signatures are necessary*).
2. Be sure to include the location, date and time of the defense.
3. Check with your department to see if they want a copy. If so, ensure that they get a copy before you send to the Graduate School.
4. Deliver the form to the Graduate School in one of three ways:
  - Take the form to the Graduate School personally.
  - Send the form to the Graduate School by mail.
  - Scan form and email it to **gradspec@utk.edu**.

### Committee Members Participating Remotely

If you or any of your committee members will be participating remotely, please ensure that you have completed a Remote Participation Notification form ([gradschool.utk.edu/forms-central/remote-participation-notification/](http://gradschool.utk.edu/forms-central/remote-participation-notification/)) prior to the defense.

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# Schedule of Dissertation/Capstone Defense

**Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_  
*Last First Middle*

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Graduation:** \_\_\_\_\_  
*Semester/Year*

**Date of Defense:** \_\_\_\_\_ **Time of Defense:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Dissertation/  
Capstone Title:**

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## Dissertation/Capstone Committee

*No Signatures Required*

\_\_\_\_\_  
*Printed Name (Major Professor)*

\_\_\_\_\_  
*Department*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Department*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Department*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Department*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Department*