

Timeline for a Doctoral Defense

Always check the Academic Calendar for specific deadline dates and for degree conferral periods.

What Needs to be Accomplished	When Its Due
Request a Chair for Defense. This is a form that your Graduate Coordinator will submit for you along with an abstract of your thesis work. It must be submitted to the Senior Associate Dean for Graduate Education to initiate the appointment of a doctoral defense Chairperson.	At least 4 months prior to scheduling a defense date.
Submit Program of Study. This is a form that your Graduate Coordinator will submit for you to obtain the Dean's signature of approval. This form lists the courses, seminars and research credit hours you've completed for the PhD degree. It is used for degree audit purposes. Once signed off by the Dean, the form is returned to your Graduate Coordinator to be uploaded at a later date to the online thesis registration system.	At least 4 months prior to scheduling a defense.
Notify your Graduate Coordinator of your scheduled defense date. Your Graduate Coordinator will start your defense record in an online system. You will be asked to provide other documents to complete the online defense record. Check with your Graduate Coordinator to determine a date by which these documents must be submitted.	At least 2 months prior to defense date.
Poll your Advisor, Advisory Committee and Defense Chair to determine their preference for thesis format (hard copy/pdf).	At least 2 months prior to defense date.
Provide your thesis to your Advisor, Advisory Committee and Defense Chair in their preferred format (hard copy or pdf).	At least 25 full work days prior to the defense. If this deadline is not met, you must reschedule your exam.
Graduate Coordinator will submit defense record through online system. This generates an email to your Advisor, Advisory Committee and Program Director that requests online approval of the thesis submitted for defense.	At least 20 full working days prior to the defense.
Registration of thesis for defense. Advisor, Advisory Committee and Program Director have approved your thesis for defense. The defense record is reviewed and approved by the Graduate Registrar. The defense record is reviewed and approved by the Senior Associate Dean for Graduate Education.	At least 10 full working days prior to the defense.

<p>The University Dean for Graduate Studies reviews and approves the defense record. This generates an email to your Advisor, Advisory Committee and Defense Chair announcing the date, time, and location of defense. The Defense Chair receives instructions for the defense and for reporting of the exam outcome.</p>	<p>At least 5 full working days prior to the defense.</p>
<p>The University Graduate Studies Office may notate required corrections to the pdf of your thesis. This annotated copy of the thesis, along with the original version, will be stored in the PhD Completion website for you to reference at the conclusion of your defense. After defense, log into the thesis defense registration system https://phdprocess.ur.rochester.edu using your email login credentials (AD account). Look for the following document: THESIS_STUDENT NAME_UGS.</p>	<p>After your defense.</p>