

PhD Dissertation Defense Checklist

- Reach out to the Graduate Advising Manager (Lynaye Stone) to discuss critical dates, requirements, and deadlines¹.
- At least 6 weeks before the dissertation defense meeting, work with the Graduate Advising Manager to complete the [Final PhD Degree Warrant request](#).
- Reserve a room for the defense and any AV needs using the SoN online room reservation system.
- If the defense is open to guests, post an announcement for the dissertation defense on the SoN Events calendar.
- Distribute the final thesis or manuscripts to committee members with the [School of Nursing Dissertation Evaluation Rubric](#).
- At the end of the defense meeting, the Graduate Advising Manager will obtain committee member signatures electronically on the *Final PhD Degree Warrant* and submit to the Graduate School.
- Submit a copy of the thesis or manuscripts to the Graduate Advising Manager for inclusion in your SoN permanent record.
- Follow [UW-Madison Graduate School guidelines](#) to prepare and deposit your doctoral dissertation by the degree window period deadline.¹

1. [Critical dates](#) include campus deadlines for submitting the signed preliminary exam warrant to become a dissertator in a given semester, deadlines for requesting degree warrants, and a window period by the end of which you must submit your dissertation in order to receive your degree.
2. [Graduate Faculty](#) = all university faculty holding professorial rank (professor, associate professor, assistant professor, or instructor) in any department with graduate program authority.