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.

Graduate Faculty = all university faculty holding professorial rank (professor, associate professor, assistant professor, or instructor) in any department with graduate program authority.

**PhD Dissertation Defense Checklist**

- ☐ Reach out to the Graduate Student Services Coordinator (GSSC, Mariah Allen) to discuss critical dates, requirements, and deadlines.¹
- ☐ At least 6 weeks before the dissertation defense meeting, work with GSSC 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 GSSC will obtain committee member signatures on the *Final PhD Degree Warrant* and submit to the Graduate School.
- ☐ Submit a copy of the thesis or manuscripts to the GSSC 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

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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.

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