

## English Graduate Program - Dissertation Defense Checklist

1. The **Student, Committee, and Readers** (minimum of 4) agree to a date and time for the Oral Defense, with consideration for the deadlines on the [GSAS Academic Calendar](#). **NOTE:** If a student's time limit for completion expires before the defense, the **Dissertation Mentor** will need to petition the **Director of Graduate Studies**, according to the [GSAS P&P Guidebook](#), for an extension from GSAS. ☐
2. **Student** follows the style manual for their written dissertation as specified by their **Committee** (either MLA or Chicago) and as specified in the GSAS Guidebook *Appendix F Dissertation Style Requirements*. ☐
3. **Student** maintains continuous enrollment within the semester in which they will defend AND graduate, and registers for Dissertation Direction (ENGL 9999). For Summer graduation, GSAS will register student for the no fee Dissertation Defense-ZZGA 9999. ☐
4. **Student** emails Graduate Administrator at least 14 business days prior to the agreed upon defense date and includes the date/time, desired location (if there is one), and committee members and readers. Within this same email, **Student** must specify if there are or are not any changes to the committee or dissertation title since the proposal was accepted. If there are changes, the **Graduate Administrator** submits Revised Dissertation Form to GSAS. ☐
5. **Graduate Administrator** reserves a room for the defense, prepares the **Defense Notification Form** (with Chair's signature), submits to Dean's office at least 2 weeks prior to defense, posts copies within the Department, sends email notification to the Student, Committee, Readers, and Director of Graduate Studies and prepares the paperwork for the Oral Defense as indicated below (\*). ☐
6. **Student** processes the **Apply to Graduate** option through [my.fordham.edu](http://my.fordham.edu) under Student / Records by posted deadline or, if passed, emails [acadrecords@fordham.edu](mailto:acadrecords@fordham.edu) and the **Graduate Administrator**. If there is a change the date of graduation, **Student** emails [acadrecords@fordham.edu](mailto:acadrecords@fordham.edu) and the **Graduate Administrator**. There is no penalty, but it may cost an additional semester of registration. ☐
7. **Student** or **Mentor** arranges to pick up the Oral Defense Paperwork from the **Graduate Administrator**. **NOTE:** Because the dissertation defense is a professional exercise and faculty serve on defense committees as a function of their employment and scholarly commitment, gifts of appreciation are neither required nor expected, and they are not appropriate at the defense itself. If you wish to give a gift to faculty, please do so at a separate time and location from the dissertation defense. ☐
1. At successful completion of the Oral Defense, **Committee** and **Readers** sign the Oral Defense Paperwork. If the committee requests revisions to the written dissertation, they should specify a deadline with consideration of graduation and placement. **Student** makes necessary revisions and submits the dissertation back to committee for approval before final submission online (#2 below). ☐
2. **Student** or **Committee Chair** gives signed forms to **Graduate Administrator** to hold for the **Student** until he/she is ready to submit paperwork to the Dean. **Student** emails **Graduate Administrator** for paperwork when ready to submit to the Dean's office. ☐
3. **Student** completes and submits **Ph.D. Exit Survey**, **Written Dissertation Online to ProQuest/UMI**, and the **Survey of Earned Doctorates (SED)** and emails or brings printout confirmation of the latter along with the signed Oral Defense paperwork, specified below, to the Dean's Office. ☐

### Dissertation Defense Paperwork and Surveys

1. PhD Exit Survey – Survey link will be sent to the student by GSAS. ☐
2. Online Submission of the Written Doctoral Dissertation to [ProQuest/UMI](#). ☐
3. Online Submission of [Survey of Earned Doctorates](#). ☐
4. *Dissertation Prepared Under My Direction* form, signed by the mentor and committee readers. \* ☐
5. *Report on Written Dissertation* form, signed by the mentor and committee readers. \* ☐
6. *Report on Oral Defense* form, signed by the mentor and all readers present at the defense. \* ☐