

Reminder to Thesis/Dissertation Chair

Collect Oral Exam and Document Rubrics and give to **Michelle Lee**.

Just after your student's defense meeting, please write the vote on the document that is on the counter in the main office (e.g., Pass-3; Fail-0).

Please also make sure that (a) the date of the meeting and (b) all committee members names are listed on the document.

Then give the document to **Michelle Lee** so she can record the vote and file the document. Thank you!

Committee Acceptance Form for Electronic Thesis and Dissertation

- Signatures must be ORIGINAL. If a committee member remotes in for the defense, the form must be mailed to that committee member for signature. See **Mary Beth Hubbard** for assistance in advance of defense.
- Form must be signed by the **Department Chair or the Director of Graduate Studies**.
- **Student and Committee Chair** must sign on the lower part of the form indicating that revisions have been completed and are accurate. If you will not be on-campus when revisions are completed, see **Mary Beth Hubbard** for assistance in advance of defense.