

Administrative Preparation for the Thesis or Dissertation Defense

1) Once the date and time of your thesis or dissertation defense is set with your committee members, book a room for the defense (probably CEB 399) by checking with Ms. Nanette Meyer (nanette.meyer@unlv.edu) in the Teaching and Learning Department office.

a) Once you have room, email your committee members to let them know what it is so they know where to go!

2) Give Nanette the information she needs to publicize your defense according to graduate school requirements (the defense has to be publicized two weeks in advance of the defense date); she needs:

- a) the date and time and location of the defense
- b) the title of the thesis or dissertation; and,
- c) the names and titles/roles of your committee members

3) Prior to the defense, submit your completed (near final) thesis or dissertation to the iThenticate system. The day of the defense, print and bring your iThenticate report with you.

Here is a link to information on iThenticate, including how to print the report:

<https://www.unlv.edu/graduatecollege/ithenticate>

4) The day of the defense, print (in color and on watermark paper) and bring the cover page template.

Here are the instructions for finding and completing the cover page template form:

<https://www.unlv.edu/graduatecollege/forms/thesis-dissertation-approval>

Note that the form has an embedded drop-down menu for the degree title, make sure you select the correct one (e.g., Masters' of Science Curriculum and Instruction, Doctor of Philosophy Curriculum and Instruction, or Doctor of Education Curriculum and Instruction)

Be sure to enter all appropriate names on the form correctly, including your own

To be on the safe side, make two copies of the cover page template form on watermark paper, and two on regular paper, all in color, just so you do not have to chase signatures later.