

Scheduled Dissertation Defense Form

Notice: Submission must be made at least 15 working days prior to the date of the scheduled defense, and defenses must still be scheduled through the Graduate College for dissertation.

Student's name: _____ **ASU ID** _____

Contact Phone Number: _____ **Email:** _____

Program: _____ **Concentration:** _____

Chair: _____

Title of Dissertation: _____

Please send an email to designrooms@asu.edu with the following information:

Room Request for Dissertation

Date of Defense: _____ **Start Time:** _____ **End Time:** _____

***Defenses are scheduled for two hour blocks of time**

Room Reservation time requested: Start Time: _____ **End Time:** _____ **NOTE:** Students may enter the room 30 minutes prior to defense and may stay up 30 minutes after the defense has ended, but must request this (i.e. defense is at 10 am, request to enter in room at 9:30).

Select two rooms from the list below and include your first choice and second choice in your email.

Notice: Accommodations will be made based on availability of the rooms. Students are responsible for all media equipment that is used. (Capacity and media available in Parenthesis)

CDS 101 (8-10)

CDS 127 (14-16, White board)

CDN 156 (10, 2 Whiteboards)

CDN 64 (30 +, Screen, and LCD projector, available tables)

CDS 147 (19, laptop connection, video projector, overhead projector, screen, DVD player and audio system)

CDS 143 (18, laptop connection, video projector, overhead projector, screen, DVD player and audio system)

CDS 141 (18, laptop connection, video projector, overhead projector, screen, DVD player and audio system)

CDN 274 (16, laptop connection, video projector, overhead projector, screen, DVD player and audi)

Internal Use ONLY:

Confirmed with Chair _____

Defense Announcement Received _____

Room Assignment _____

Approved and entered _____