



## **Announcing Your Thesis or Dissertation Defense**

The tradition of the UNLV Graduate College is to announce all thesis and dissertation defenses. Thesis and dissertation defenses are open to the campus at large as well as the general public. Defense announcement should be publicized a minimum of two weeks prior to your defense date.

### **What parts of your defense are open to the public?**

Only your defense presentation is open to the public. After you have presented your thesis or dissertation, all audience will be thanked and asked to leave. After the audience has left, you and your committee will discuss your defense and your final document. Your committee will tell you if you have passed or failed your defense and if you are required to submit any additional revisions.

### **How to Announce Your Thesis or Dissertation Defense**

Email the Graduate College at [gradrebel@unlv.edu](mailto:gradrebel@unlv.edu).

- 1) CC: your committee and department
- 2) In the subject line write: Your Name, NSHE ID #, and Defense Announcement.
- 3) In the body of your email, include the following information.
  - a. Name
  - b. Type of Degree
  - c. Thesis or Dissertation Title
  - d. Department
  - e. Name of Committee Chair
  - f. Names of Committee Members
  - g. Thesis or Dissertation Title
  - h. Defense Location
  - i. Defense Date
  - j. Defense Presentation Timeframe

Here is an example:

Mary Smith  
Ph.D. Candidate  
Department of Sociology

How to Dissertations Are Announced Around the World.

Dr. John Doe, Advisory Committee Chair  
Dr. Jane Doe, Advisory Committee Member  
Dr. Jane Smith, Advisory Committee Member  
Dr. John Wilson, Advisory Committee Member  
Dr. Richard Martin, Graduate College Representative

CBC-A 201  
March 31, 2015  
1:00 PM – 1:30 PM

After you have sent your defense announcement to the Graduate College, it will be entered into both the Graduate College and University Events Calendars. After it has been entered, you will receive email confirmation. If you have any questions or concerns, regarding this process please contact the Thesis and Dissertation Office at (702) 895-2747 or [gradtd@unlv.edu](mailto:gradtd@unlv.edu). If you need to cancel or reschedule your defense, please email [gradrebel@unlv.edu](mailto:gradrebel@unlv.edu) as soon as possible to ensure that you meet all your deadlines.