

- **Before January 22, 2018**
 - **Register for HIST 999** Dissertation Research credits for Spring 2018
 - How to enroll into HIST 999:
 - Students must advance to candidacy
 - Students must email chssdiss@gmu.edu, using their Mason email account only, to request the Course Reference Number (CRN) by providing the following information:
 - Name
 - G Number
 - Program
 - Dissertation Chair
 - Number of credits they wish to register for
 - Students will receive a reply with the CRN they need to enroll themselves into HIST 999 via PatriotWeb.
- **By February 22, 2018**
 - Submit online **Application for Graduation for Spring 2018** graduation (May 19, 2018 degree conferral) with Registrar's Office via PatriotWeb: <http://registrar.gmu.edu/students/graduation/process/>
 - Refer to college website for checklist for Spring 2018 Graduation: <http://chss.gmu.edu/graduate/graduation-checklist>
 - Review your Degree Evaluation in PatriotWeb for any unresolved issues that would prevent you from graduating: <http://registrar.gmu.edu/students/degree-evaluation/>
- **Beginning of Spring 2018**
 - **Schedule defense date** – last best dates for spring are during the week of April 23rd
 - **Contact Emily Gibson** (egibson5@gmu.edu) and let her know you need her to reserve a room location for the defense (after you've decided upon the date and time with your committee)
- **3 – 4 Weeks Before Defense**
 - **Format review** with Dissertation Coordinator in the Library <http://library.gmu.edu/udts>
 - Ask Dissertation Coordinator about a submission consultation
- **3 Weeks Before Defense**
 - **Contact Emily Gibson** (egibson5@gmu.edu) and provide the following information about your dissertation defense so she can log it into the college's dissertation database – **NOTE: STUDENTS CANNOT DEFEND IF THIS INFORMATION IS NOT UPLOADED TO THE DATABASE AT LEAST 21 DAYS BEFORE YOUR DEFENSE DATE:**
 - Title of dissertation
 - Date of defense
 - Time of defense
 - Location of defense (building and room #)
 - Members of committee
 - Abstract of dissertation
 - **Provide plain paper draft of your dissertation along with THIS FORM** to the Johnson Center Library Circulation/Reserves Desk so it can be made available to members of the Mason community to read and review prior to your defense.

- **2 Weeks Before Defense**
 - Confirm with your committee in what format they want a **copy of your dissertation** to review before defense
 - Let Emily Gibson (egibson5@gmu.edu) know about any additional technology/equipment needs (other than what was originally reserved) or if anyone on your committee will need to attend your defense from offsite via a videoconferencing set up.
- **1 Week Before Defense**
 - Have your defense signature sheet (template here: <http://library.gmu.edu/udts>) approved by the College's Graduate Academic Affairs office **AND** the Dissertation Coordinator in the Library.
 - For college approval, send it electronically to chssgradstudent@gmu.edu
 - For library approval, send it electronically to udts@gmu.edu
- **Day of Defense**
 - Obtain approval signatures from committee members, PhD History Program Director (Dr. Sam Lebovic), and History and Art History Department Chair (Dr. Brian Platt).
- **After Defense / Prior to Depositing Dissertation at Library**
 - Contact Emily Gibson (egibson5@gmu.edu) for scheduling Dean signature and available walk-in hours
- **5:00PM May 4, 2018**
 - Deadline for submitting completed dissertation (to include ALL signatures) to Library for spring.