School of Urban Studies and Planning
College of Urban and Public Affairs

REQUEST FOR COLLOQUIUM OR DEFENSE DATE

Requesting: __ **Colloquium** __ **Defense**

Student: _____ Date of Request: _____

Dissertation Title: _____

_____

Date and Time Requested: _____

Location Requested: _____

Signatures of Approval

_____
Dissertation Chairperson Date

_____
Ph.D. Program Coordinator Date

Additional Notes:

- This form must be received no later than **three weeks** prior to the desired date.
- No event shall be scheduled when the School is not in session. Special permission must be obtained in order to hold the event during the week of final examinations.
- The student is responsible for verifying the scheduled colloquium or defense date with all dissertation committee members.
- For Defense request: The student must submit one copy of the dissertation and one copy of the abstract.
- For Colloquium request: Send one copy of the abstract electronically to susp@pdx.edu.
- Students are responsible for working with their committee to determine when documents are due to members.
- Students will not be advanced to candidacy without approval of the Human Subjects Research Review Committee.