

## DOCTORAL DISSERTATION MEETING FORM

**Directions:** Please complete this form after obtaining adviser approval and you have a meeting date and time scheduled with your committee members. Once the form is received, the School of Graduate Studies will review it to determine final meeting approval. Upon final approval, you will be notified and receive meeting confirmation.

**Student Name:** \_\_\_\_\_ **Tech ID#:** \_\_\_\_\_

**Program of Study:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_

**Please select which meeting you are scheduling:**

- Dissertation Proposal
- Dissertation Final Defense – CDS will send public notifications for guests to attend.

**Meeting Space/Equipment Needs:**

A meeting space on the *SCSU campus* will be reserved for you with a PC computer or laptop and a projector screen. Please complete a [Petition](#) form for a meeting off-campus, online, or via phone no later than thirty (30) days prior to your meeting.

- We have a meeting space already reserved. Please specify location: \_\_\_\_\_
- Phone for teleconference.
- Meeting space at Twin Cities Graduate Center.
- Adobe Connect meeting.
- Please indicate what further equipment needs you have: \_\_\_\_\_

**Dissertation Topic:** \_\_\_\_\_

**Committee Adviser Name:** \_\_\_\_\_

**Committee Member Names:** \_\_\_\_\_

**Submit with Application:**

- Program of Study form approved by program adviser unless you already have a current version on file with the School of Graduate Studies. Please contact 320-308-4220 if you are not sure.
- Submit [Dissertation Committee Member Petition](#) form no later than thirty (30) days prior to your meeting if committee members are not on roster.

\_\_\_\_\_  
Adviser Signature

\_\_\_\_\_  
Date

**Please return this form no later than two (2) weeks prior to your meeting to:**

Michele Braun \* Office Manager \* Center for Doctoral Studies \* B121 Education Building  
720 Fourth Ave S \* St. Cloud, MN 56301 \* 320-308-4220 \* [mlbraun@stcloudstate.edu](mailto:mlbraun@stcloudstate.edu)

**FOR OFFICE USE ONLY:**

**School of Graduate Studies Requirements for meeting approval:**

- Admitted to the program of study;
- Passed the qualifying examination;
- Minimum 3.0 GPA in program of study;
- Receipt of Program of Study form signed by program adviser;
- Enrolled in 899 or 891 during semester of Dissertation Proposal or Dissertation Final Defense;
- Adviser and Committee Members on approved roster or outside committee member Petition approved;
- Meeting off-campus, online, or via phone Petition approved;
- Dissertation committee roster correct according to policy.