

THE FLORIDA STATE UNIVERSITY • THE GRADUATE SCHOOL
UNIVERSITY REPRESENTATIVE DOCTORAL DEFENSE REPORT--Page 1 of 2
(Please Type or Print)

Thank you for serving as the University Representative on the doctoral committee for the student whose name appears below. Use this form to complete a brief report on your student's dissertation/treatise defense. Failure to successfully complete this form, and submit it in a timely manner, will delay clearance of the student's manuscript for graduation.

The **ORIGINAL** signed version of this form should be submitted to the Dean of The Graduate School via the Manuscript Clearance Advisor (MC: 1410) no later than **ONE WEEK** from the successful completion of the student's defense. A **COPY** of this form **MUST** also be sent to the defending student's academic dean/college. You are responsible for ensuring that a copy of this report is received by the student's academic dean/college.

☐ Graduate School (Original)

☐ Student's Academic Dean/College (Copy)

STUDENT INFORMATION:

NAME:

FSUSN or EMPLID:

DEFENSE DATE:

MANUSCRIPT TYPE:

☐ TREATISE

☐ DISSERTATION

TITLE OF MANUSCRIPT:

COLLEGE:

DEPARTMENT/PROGRAM:

MAJOR PROFESSOR:

CO-MAJOR PROFESSOR (If applicable):

UNIVERSITY REPRESENTATIVE INFORMATION:

NAME:

DEPARTMENT OR PROGRAM:

E-MAIL ADDRESS:

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Student Last Name:

Student FSUSN or EMPLID:

EVALUATION: This section is to be completed only by the University Representative.

1) Did the student give a public presentation prior to the actual defense? ☐ YES ☐ NO

Other faculty present ☐ YES ☐ NO

Students present ☐ YES ☐ NO

Others ☐ YES ☐ NO

2) Were all members of the committee physically present in the room for the defense? ☐ YES ☐ NO

If **NO**, indicate who was absent and why. If voice or video connections were used to ensure participation, please explain in the "Written Critique" section.

Note: A valid defense requires the presence of at least four faculty with GFS status, one of whom must be the University Representative. (For additional details, please see "Examination in Defense of Dissertation" in the Graduate Bulletin.)

3) Was the draft submitted to the committee members at least four weeks in advance of the defense? ☐ YES ☐ NO

If **NO**, explain in the "Written Critique" section.

4) Were any changes to the dissertation/treatise document requested? ☐ YES ☐ NO

If **YES**, please explain in the "written critique" section.

5) Indicate the grade for the defense: ☐ PASS ☐ FAIL ☐ RE-EXAMINE

Note: A grade of PASS for the defense should ONLY be assigned if minor corrections to the dissertation/treatise are needed. In other words, if the student cannot meet the 60 day deadline for submission of the final version to the Clearance Advisor in The Graduate School, then the assigned grade should be FAIL or RE-EXAMINE. In any case, if the student does not submit the final approved version to the, Manuscript Clearance Advisor within 60 days of the defense, re-examination by the committee is required. It would be best to postpone a defense date if there is concern that this deadline cannot be met.

WRITTEN CRITIQUE: This section is to be completed only by the University Representative. A written critique is required for all students. Do NOT leave this section blank. If more space is needed, please attach a document to this form.

APPROVAL: By signing below as the University Representative, you are indicating that upon completion of the defense, the student was able to successfully communicate, both through the oral examination and in the written dissertation/treatise, the knowledge and skills he/she has acquired within his/her discipline of study.

University Representative (Signature and Date)

University Representative, (Print Name and Department)