Instructions for Scheduling the Final Oral Exam (Defense)

1. Reserve a room with the Chairs Assistant (58-121 Engr. IV). The Chair’s Assistant can be contacted by email at echair@seas.ucla.edu or by telephone at 310-825-2647.

2. Contact the Chair’s Assistant about the steps necessary for preparing a department flyer for your defense.

3. Send an email to ee_exam@seas.ucla.edu with the following information:
   
   - Name:
   - UID:
   - Committee Members:
   - Date of exam:
   - Time of the exam:
   - Location of the exam:
   - Title of your dissertation:

4. If any of your committee members have changed since you took your Quals, you will need to reconstitute your committee and must submit a Doctoral Committee Reconstitution form to our office at least three weeks before your defense.

5. At least two weeks before your exam, send your doctoral committee a copy of your prospectus. Although the drafts of the prospectus are generally several pages long, there is no mandatory page limit or format.

6. You will receive an email confirmation that your exam has been scheduled at least one week prior to your exam. Please contact the EE Office of Graduate Student Affairs if you have any questions.