

FREE TEMPLATE RESOURCE
Defense Scheduling Email Template

THE

FINISH

SYSTEM

A Dissertation Chair's Guide to Supporting
Doctoral Students **From Start to Defense**



DR. RAMON GOINGS

DISSERTATION DEFENSE SCHEDULE EMAIL TEMPLATE



It is my honor and pleasure to provide you access to this resource to help you implement your FINISH System. If I can be of support to you and/or your faculty and student colleagues let's please stay in touch. You can email me at ramon@thedonedissertation.com.

Sincerely,

Dr. Ramon Goings

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FINAL DISSERTATION DEFENSE TEMPLATE SCHEDULING EMAIL

Greetings everyone!

I hope this email finds you all well! I'm happy to share with you **[insert student name]**'s complete dissertation draft on this email for your review. I'm extremely proud of the work **[insert student name]** did with their dissertation and I am grateful for the input each of you have had in shaping this study.

We understand **[insert context around time of semester, i.e., semester just starting]** and we wanted to provide a potential timeline for the remainder of this process and allot **X weeks** for review time.

Dissertation Feedback

We would appreciate any feedback on **[insert student name]**'s dissertation by **[insert date]**. Feel free to send it to **[insert student name]**'s and cc me on the email.

Scheduling [insert student name]'s Defense For Week of [insert date]

Please use this Calendly **[or preferred scheduling]** poll link so we can find a time for **[insert student name]**'s defense and get it scheduled for the week of **[insert week you want]: [insert scheduling link]**

If you all can complete this poll in the next few days this would help us out a lot with wrapping up loose ends with the graduate school to make sure we get all of the various paperwork completed.

If the proposed week in particular does not work for you at all please let me know so I can create a new link with dates.

If you have any questions please don't hesitate to reach out!

Talk soon,

[Insert Your name]