**Letter of Transmittal Template**

Submit this form to the department Program Assistant (Pam) after committee members sign off; your defense announcement will then be entered and posted. The University **requires** that defense announcements be posted a minimum of **two (2) weeks** prior to the defense date. Consequently, this form must becompleted at least two weeks before the day of your defense.

I have read through this thesis/dissertation and agree that it is ready for distribution to the committee.

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| Advisor’s signature required |  | Date |

Once your advisor signs this form, you may distribute your thesis/dissertation to your committee

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| We received the thesis/dissertation on | |  |  | (date) and agree to a |
| defense date on |  |  | (date). | |

Signatures of Committee Members: