

Major steps toward PhD proposal defense.

Disclaimer: This brief summary does NOT replace of the detailed guidelines provided on the Department website which must be read carefully well in advance of the the timeline shown in this chart. Ask the DGS early if you have any questions! The forms are available on the Department website.

Action

Time to defense

■ Submit your Thesis Proposal draft to the research committee (first to advisor then, after the advisor's approval to the two readers). Go through multiple iterations until it is found to be satisfactory by all. Pick the defense date that works for everyone. Find the Chair for your defense (usually the DGS who needs to be available on the defense date). Reserve the room.

>2 months

■ Send the *Dissertation Proposal Research Committee Sign-Off form* to the DGS, once it is signed by the advisor and readers. Wait till you hear back from DGS before proceeding any further.

>3 weeks

■ Have your PhD advisor send the defense announcement to the entire Department using the standardized template. Make sure the defense date/time still work for everyone. Talk to the defense Chair to learn about the format.

>2 weeks

■ Check A/V equipment in the room where you will be defending.

1 day

Good luck with your defense!