



Proposal Defense Checklist

Before Scheduling

- Form Committee: Decide on director or co-directors**
- Form Committee: Decide on at least two readers**
- Check GPS to see if you have any outstanding requirements with the department**
- Write Proposal**

At least one must be a Teaching & Research faculty member in the Department of Political Science.

Members outside the department or university must be approved by the DGS in advance.

Contact the Graduate Studies Coordinator if you are missing any requirements required to move to candidacy.

The proposal should define the problem to be researched, review the relevant literature, and outline a preliminary research design. The proposal should be no more than 15 double spaced pages.

Scheduling Your Defense

- Email your committee for best date, time, and location**
- Email the Graduate Studies Coordinator**
 - Date & time
 - Location: Zoom, Hybrid, In-person
 - Who is on your committee - indicate chair(s) and provide the best email for outside members
 - Tentative title of your dissertation
- Graduate Studies Coordinator will schedule:**
 - Google Calendar invite
 - Zoom Link/Room reservation
 - The Reporting Form with the Graduate School for your committee

Proposal Defenses must be scheduled with the Graduate Studies Coordinator at least **2 weeks in advance** of the defense date.

After Your Defense

- Your committee will complete the “Reporting Form for Results of Oral Candidacy Exams and Dissertation Defenses” with the Graduate School**
- The Graduate Studies Coordinator will process the “Application for Admission to Doctoral Degree Candidacy” Form**
- Make changes and adjustments to your research based on committee feedback**

This form marks you as ABD with the Graduate School and officially classifies you as a Ph.D. Candidate. Approvals come from you, your chair(s), the DGS, and the Graduate School.