UNIVERSITY OF NOTRE DAME | POLITICAL SCIENCE

Proposal Defense Checklist

Before Scheduling

- ☐ **Form Committee: Decide on director or co-directors**

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

- ☐ **Form Committee: Decide on at least two readers**

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

- ☐ **Check GPS to see if you have any outstanding requirements with the department**

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

- ☐ **Write Proposal**

  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

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

- ☐ **Graduate Studies Coordinator will schedule:**
  - ☐ Send Google Calendar invite
  - ☐ Zoom Link/Room reservation
  - ☐ The Reporting Form with the Graduate School for your committee

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.