**PhD Dissertation Approval and Scheduling Form**

Dear Doctoral Student and Supervisory Committee: This form must be completed and received by the PhD office no fewer than three weeks before the scheduled time of the defense, indicating that each member of your supervisory committee has approved the current draft of the proposal/thesis document for presentation.

Please indicate the date/time when committee members and the PhD Director have agreed to schedule your presentation. The room can be reserved by contacting the PhD Office.

**Student Name:** Click or tap here to enter text.**Student ID**: Click or tap here to enter text.

**I request to schedule:** [ ]  PhD Dissertation Proposal [ ]  PhD Dissertation Defense

**Dissertation Title:** Click or tap here to enter text.

**Committee Approvals:
I have reviewed this dissertation and verified that the student has incorporated feedback given to the students. I approve the student may now schedule the proposal/defense date.**

**Committee Chair Initials\*:** Click or tap here to enter text. **Date:** Click or tap to enter a date.

**Committee Member Initials\*:** Click or tap here to enter text.  **Date:** Click or tap to enter a date.

**Committee Member Initials\***: Click or tap here to enter text. **Date:** Click or tap to enter a date.

**Committee Member Initials\***: Click or tap here to enter text. **Date:** Click or tap to enter a date.

**Committee Member Initials\*:** Click or tap here to enter text. **Date:** Click or tap to enter a date.

*\*by providing initials, the committee members are approving a fully revised and polished version of dissertation proposal/defense. “Fully revised” means that the student has received feedback from each committee member, has addressed the feedback, and the committee members have read and approved the revisions. “Polished” means that the document needs no more than very minor copyediting.*

 ***Suggested timeline:******At least 12 weeks prior*** *to anticipated (but not scheduled) defense date: Chair receives full copy of the document for first review.*

***10 weeks prior:*** *Chair gives feedback on document to student*

***8 weeks prior:*** *If approved by Chair, revised document is read by Chair and committee members.*

***6 weeks prior:*** *All committee members have given feedback to the student.*

***4 weeks prior:*** *Chair and all committee members receive a revised and polished version of the dissertation. With committee approval, the student may now schedule the defense date.*