**Dissertation Proposal Defense Checklist**

**Students: Please review these instructions with your Chair**

* **Review the format and instructions for the dissertation proposal in the PhD Handbook**
* **As advised by your Chair, submit the proposal draft to the committee members for feedback and approval**
* **Schedule a date for the defense**
* **Reserve a room for the defense through Karin Crimmins (**[**crimmins@ssw.rutgers.edu**](mailto:crimmins@ssw.rutgers.edu)**). If the Annex seminar room is booked, you may want to use room 209, or the conference room at Riverstede.**
* **Email the Program Director (**[**zippay@ssw.rutgers.edu**](mailto:zippay@ssw.rutgers.edu)**) with the time and date of the defense, the dissertation title, and the names of the Chair, committee members, and title/affiliation of the outside committee member. Copy The Program Coordinator**

[**Uri Yarmush**](mailto:Phdadmin@ssw.rutgers.edu) **on the email**

* **Obtain the Dissertation Proposal Defense Form Uri Yarmush (**[**Phdadmin@ssw.rutgers.edu**](mailto:Phdadmin@ssw.rutgers.edu)**). You MUST bring this form to the proposal defense. If the committee approves the proposal, all sign the form at the end of the defense. Return the signed form to Donna Albert.**
* **The proposal defense is NOT public. Only the student and committee members should be in attendance.**
* **A proposal defense can go forward with three of the four committee members present. Chairs must obtain the vote and comments of the absent committee member prior to the defense.**
* **Plan to arrive at the defense early enough to familiarize yourself with the smart classroom equipment. If you have special equipment requests, or if you have questions or problems with the equipment contact:** [**IT@ssw.rutgers.edu**](mailto:it@ssw.rutgers.edu)
* **The format for the defense is as follows: The student presents an overview of the proposal (about 20 minutes), followed by questions and discussion from the committee. Following the discussion, the Chair requests that the student leave the room and the committee votes to 1) accept, 2) accept with revisions, 3) reject.**
* **The Chair calls the student back into the room to discuss the vote.**
* **If the committee votes to accept with revisions, the committee will discuss the expected revisions with the student. The Chair is responsible for ensuring that the revisions are incorporated into the proposal.**
* **Committee member’s sign the form indicating a successful defense with either a vote of accept or accept with revisions.**
* **If the vote is to reject, committee members discuss with the student the changes that must be made. The student rewrites the proposal under the supervision of the Chair, with feedback from the committee members. Upon approval of the draft, the defense is rescheduled. The proposal form is not signed until the proposal is successfully defended.**
* **Upon approval of a successful defense, the proposal form is signed by committee members and returned to Uri Yarmush.**
* **The Chair should email the Program Director upon successful completion of the defense, and the Director will send a notice to faculty and doctoral students.**