

Dissertation Proposal Defense CHECKLIST

USF Sociology Graduate Committee, Updated December 2024

BEFORE:

- Any changes to the committee after the appointment form has been filed must be made by filing the form Changes to the Graduate Student Supervisory Committee.

PROCESS:

- Committee chair and members informally agree that the student's dissertation proposal is ready to be defended.
- Committee chair, members and student agree on a day, time (at least 1.5 hours) and location for the defense. A room must be reserved if held in-person.
- Committee chair (or student) creates a flyer announcing the defense using the official announcement template (located on the shared drive) and the Chair distributes widely around the Department by email at least one full week (5 business days) in advance of the defense. All must be invited.
- All committee members must attend the defense.
- Exact procedures at the defense are determined by the committee chair.
- At the end of the meeting, student must be told if dissertation proposal defense was successful or not.
- If defense was successful, the Dissertation Chair will email the Graduate Director and the Academic Program Specialist (APS) to notify them accordingly.
- After a successful defense, all committee members must be given a copy of the anonymous Dissertation Proposal Assessment Form by the committee chair. Chair and all members must complete this form and deliver it to the APS within two business days after the final draft of the dissertation proposal has been completed.
- An electronic copy of the student's final dissertation proposal must be sent to the APS.

AND IN CASE:

- If the dissertation proposal defense was not successful, it must be rescheduled and announced again as described above. Dissertation proposal defenses can only be rescheduled once. If the student's dissertation proposal defense is still not considered acceptable at the second meeting, the student will be dismissed from the program.