

## PhD Proposal Defense Checklist

- Discuss with your faculty advisor:
  - Committee members:
    - Must have at least four members; at least two from the School of Nursing
    - Must have members from at least two UW-Madison graduate programs
    - At least three members must have UW-Madison Graduate Faculty membership<sup>2</sup>
    - Use this [online tool](#) to confirm that your committee meets Graduate School requirements.
  - Proposal format specifications (e.g., length, section headers, page spacing, font size, etc...)
  - Schedule the defense and plans for proposal distribution
  - Expectations for the proposal defense meeting (e.g., presentation length, attendees, etc..)
  
- At least 6 weeks prior to the proposal defense meeting**, complete the [PhD Dissertation Committee Membership Approval form](#) with your faculty advisor. Your advisor will submit the form for faculty approval by the School of Nursing Executive Committee.
  
- Notify the Graduate Student Services Coordinator (GSSC, Mariah Allen) of your proposal defense date and obtain a copy of the [Dissertation Proposal Approval form](#).
  
- Reserve a room for the defense and any AV needs using the SoN online room reservation system.
  
- If the proposal defense is open to guests, post an announcement on the SoN Events calendar.
  
- At least 2 weeks prior to the proposal defense meeting**, distribute the proposal and [School of Nursing Dissertation Evaluation Rubric](#) to committee members in advance of the proposal defense meeting.
  
- When the proposal is approved, collect committee member signatures on the [Dissertation Proposal Approval form](#) and submit the completed form to the GSSC.

1. [Critical dates](#) include campus deadlines for submitting the signed preliminary exam warrant to become a dissertator in a given semester, deadlines for requesting degree warrants, and a window period by the end of which you must submit your dissertation in order to receive your degree.
2. [Graduate Faculty](#) = all university faculty holding professorial rank (professor, associate professor, assistant professor, or instructor) in any department with graduate program authority.