

COUNSELING PSYCHOLOGY DEPARTMENT

DOCTORAL PROPOSAL DEFENSE REQUEST FORM

Deadline: Return to Department Academic Services Coordinator at least **4 weeks** before Proposal Date

Name: _____ ID# _____ Email _____

Minor (if applicable): _____

Dissertation Title: _____

I have met with the student and have reviewed their final proposal defense. S/he has my approval to pursue a proposal defense date.

Dissertation Chair

Please indicate 5 possible dates and timeframes for your proposal. A “doodle poll” will be created to determine available times for all your committee members (e.g. 10/31 9:00am – 6:00pm):

AV equipment requested: _____

Dissertation Committee Member Guidelines:

- According to the Graduate School policy at UW-Madison, 4 members of the dissertation committee must be Graduate Faculty Members as defined UW policy. One member may be non-Graduate Faculty (e.g., academic staff; clinical professor).
- According to the CP Department policy, your proposal committee members must include three CP faculty members.

Proposal Committee Members – Must be 3 CP faculty members

Dr. _____, **Comm. Chair-Reader**

Dr. _____, **Comm. Member-Reader**

Dr. _____, **Comm. Member-Reader**

List the 2 potential additional members, along with department name and email address, for Final Defense. One member must be a Graduate Faculty member from outside the CP department.

Dr. _____, **Comm. Member-Non-Reader**

_____, Department Name and Email address (if applicable)

Dr. _____, **Comm. Member-Non-Reader from outside CP**

_____, Department Name and Email address

Department Office Checklist:

- ___ Requested Prelim Warrant from Grad School
(Must be done at least 3 weeks in advance of proposal date)
- ___ Time confirmed
- ___ Room 327 reserved
- ___ Computer/projector reserved
- ___ Announcement posted & distributed
- ___ Final Papers signed and in file