

# Arrangements for PhD Proposal Defense

## Russ College of Engineering and Technology

This form is to be filed in the Russ College Dean's Office at least **fourteen (14) days prior** to the date of the proposal defense. Notify respective department/school and Dean's Office, as soon as possible, if a change in arrangements is needed.

Student Name: \_\_\_\_\_ PID #: \_\_\_\_\_

Current Address: \_\_\_\_\_

Ohio Email Address: \_\_\_\_\_

Tentative title of proposal: \_\_\_\_\_

Date document was submitted to Committee: \_\_\_\_\_ ( at least 14 days prior to the date of the proposal defense)

**Committee Member Names:** (print/type names)

\_\_\_\_\_  
**Dissertation Committee Chair/Advisor**

\_\_\_\_\_  
**Dissertation Outside Representative #1**

\_\_\_\_\_  
**Dissertation Committee Member #2**

\_\_\_\_\_  
**Dissertation Outside Representative #2**

\_\_\_\_\_  
**Dissertation Committee Member #3**

\_\_\_\_\_  
**Dissertation Committee Member #4**

**\*Note to Chair/Student:** It is the responsibility of the student to confirm the availability of each Committee Member prior to scheduling the Oral Examination/Defense. All members of a graduate student's Committee are expected to be present, in person. In exceptional cases, remote access (telephone/Skype/etc.) may be approved with sufficient justification. Such cases should be explained and approved prior to the examination/defense with written approval by the Graduate Chair and the Senior Associate Dean for Research and Graduate Studies. Explanation and approvals of exceptional cases must accompany the Arrangement form when submitting.

### **PhD Proposal Defense Arrangement Notice**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location (building/room #):** \_\_\_\_\_  
(duration: allow at least 2 hours)

**APPROVED:** (signatures required)

\_\_\_\_\_  
**Advisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**School of EECS Graduate Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Senior Associate Dean for Research and Graduate Studies**

\_\_\_\_\_  
**Date**

Original: Russ College Dean's Office  
Copies: Department/School, Committee Members, Student