| Step | Date Completed | Notes |
| --- | --- | --- |
| ***Read the GWS Graduate Handbook*** section on the “Dissertation” and meet with the Director of Graduate Studies if you have questions about the process for developing and defending your Dissertation Proposal. |  |  |
| ***Select a Dissertation Adviser*** (Chair of your Dissertation Committee). |  |  |
| Discuss your dissertation ideas with your Adviser and work with them to ***constitute a Dissertation Committee***. |  |  |
| Work with the Academic Program Coordinator to ***secure Graduate College approval*** for any committee member who is not tenured or tenure-track faculty at the University of Arizona. |  |  |
| ***Fill out the “Doctoral Dissertation Committee Appointment Form”*** in GradPath. |  |  |
| Under the guidance of your Adviser and with input from your committee, ***write a Dissertation Proposal***. |  |  |
| When your Adviser is satisfied with your proposal, work with your committee to ***set a date and time for the Proposal Defense***. The defense should be scheduled at last 2 weeks in advance to give your committee time to read your proposal. The defense lasts 1 hour. |  |  |
| At least 2 weeks before the defense, ***provide the complete Proposal to your Committee***. |  |  |
| As soon as the date and time of the defense are set, ***notify the DGS and Academic Program Coordinator*** and work with the APC to reserve a location. |  |  |
| ***Place a*** ***TicketDog request with SBS Tech*** if any committee member will be attending the defense remotely (Skype, etc.). GWS staff and faculty cannot provide technology assistance, but the Academic Program Coordinator can assist you in making a TicketDog request to SBS Tech. |  |  |
| At the end of the defense, your Adviser should ***report the result of the defense to the DGS and the Academic Program Coordinator***. |  |  |
| If you are asked to make any revisions to your proposal, ***complete the revisions and get final approval from your Adviser***. |  |  |
| You must ***submit your approved Dissertation Proposal to the Academic Program Coordinator***. The APC must indicate in GradPath that an approved proposal is on file with the department. All doctoral candidates must have an approved Dissertation Proposal on file with their home departments. |  |  |

Enjoy writing your Dissertation!