

Doctoral Defense Planning Checklist:

This checklist is intended provide additional guidance for students preparing to defend their Dissertation Project Proposal or their Final Defense.

Prior to Your Dissertation Proposal Defense/Final Defense	
<i>Task</i>	<i>Completed</i>
Student must be registered for CHIP 994 at the time of the dissertation proposal/final defense.	
Consult with Dissertation Chair to develop a timeline for your dissertation proposal/final defense.	
Gain approval from your <i>Dissertation Chair</i> to send out your draft of the written exam to your committee.	
Identify a convenient date and time to conduct your dissertation proposal/final defense. <ul style="list-style-type: none"> – All committee members must attend the defense (virtually or in-person) – Meetings will not be held during the fall break, winter break, or spring break. 	
Email the draft of your written exam to all members on your committee at least <u>three</u> weeks prior to the scheduled dissertation proposal/final defense.	
Consult with your chair to confirm the amount of time you plan to present during the exam. Rehearse your presentation prior to the exam to ensure you stay within the time limit.	
Identify the format of the oral dissertation proposal/final defense (virtual and/or in-person), and where the exam will be held. <ul style="list-style-type: none"> – Room reservation resources are available on the CHIP PhD Canvas site. – Students are responsible for configuring and managing virtual meeting details. 	
Inform your committee of the location and format of the oral exam.	
Notify the CHIP doctoral program coordinator of the scheduled oral exam (see Canvas site).	
Prepare your PPT Presentation for the exam.	
Have copies of slides available to all members of your committee. <ul style="list-style-type: none"> – Email the electronic file to each committee member prior to the examination. – Print slides for members attending in person- two or three slides on a page is acceptable. 	
Try to anticipate if there may be a request for any other information during the examination, such as survey examples or data charts that are not included in the manuscript. Make sure to have a digital copy available for members attending virtually, and at least one printed copy for members attending in person.	

Day of Dissertation Proposal/Final Defense	
<i>Task</i>	<i>Completed</i>
Plan to arrive at your meeting room, or join your virtual meeting space, 15-30 minutes early to set-up.	
Set-Up your computer with the PPT presentation and confirm proper functionality.	
Place a copy of the PPT slides in front of each of the five chairs for each committee member.	
If you have any other information that you anticipate your committee may request- such as survey examples or data charts that are not included in the manuscript, have copies available at your defense.	

Format of Dissertation Proposal Defense/Final Defense

<i>Task</i>	<i>Completed</i>
Your chair will begin the meeting with introductions and describe the flow of the examination.	
You will present for 20-40 minutes. The length of time is agreed upon in consultation with your dissertation chair during the planning stage for the examination.	
The committee will then ask you questions regarding your study. This questioning period may last approximately 20-40 minutes.	
You will be asked to leave the room so that the dissertation committee can discuss your oral presentation and written document.	
Your dissertation chair will then ask you to return to the room and you will be informed of your result and what your next research steps will be at that point.	

Possible Results of Dissertation Proposal/Final Defense

	Pass	No Changes Requested
Written Exam:	Pass with Changes	Changes to the paper are requested and the "Pass" grade will be submitted after your revisions have been submitted and included.
	Fail	<i>You will need to make significant changes to the project and will come back to present to the committee again.</i>
Oral Exam:	Pass	
	Fail	

Helpful Resources

[Doctoral Degree Requirements - Graduate School Handbook](#)

[CHIP Doctoral Handbook](#)

[CHIP Doctoral Program \(Canvas\)](#)