# Ph.D. Dissertation Proposal Defense

## Prior to the Start of the Examination:
- The **Candidate** must be physically present at the exam.
- The **Chair** (or at least one Co-Chair), the **GSR**, and **one general committee member** must be physically present at the exam.
  - If the Chair or Candidate is not physically present, then the exam must be rescheduled.
  - If the GSR is not physically present at the time of the exam, a substitute GSR may be secured subject to Graduate School rules. If no GSR can be found, then the exam must be rescheduled.
  - If a general member is not physically present then, the exam should be adjourned and rescheduled to a later time/date.
- A **majority** of the Supervisory Committee must be physically present at the exam, e.g., a Supervisory Committee with the minimum 4 required members (Chair, GSR, and 2 general members) must have the Chair, the GSR, and at least one general member physically present at the exam. A Supervisory Committee with 5 members (Chair, GSR, and 3 general members) must have the Chair, the GSR, and at least one general member physically present at the exam.

## Once the Exam Starts
1. The Supervisory Committee may meet initially in private, with or without the Candidate present.
2. The Chair announces when the Candidate and the public may join the Committee for the defense.
3. The Candidate presents the key elements of the dissertation proposal.
4. The Supervisory Committee and/or the public questions the Candidate.
5. The public may question the Candidate as time permits.
6. Finally, the Supervisory Committee reconvenes in private for deliberations. The voting members vote for one of the following:
   a. **Accept:** a PDF version of the proposal will be submitted to Student Services. The proposal will be available to the public for reading.
   b. **Accept with Minor Revisions:** the Committee requests minor revisions, which are approved by a process that is established by the Chair. A PDF version of the proposal will be submitted to Student Services. The proposal will be available to the public for reading.
   c. **Accept with Revisions:** revisions require approval by the Chair and selected members or the Supervisory Committee. See Process Dissertation Proposal Defense Policy for details on the revision process.
   d. **Reject:** the Supervisory Committee may recommend either 1) that a second defense is permitted after a period of additional preparation, or 2) that the student is dropped from the Ph.D. program in Information Science at the University of Washington.

A simple majority vote is required. In the event that a simple majority vote does not occur, the deliberations of the Supervisory Committee are continued and a decision is made within ten days.

If after ten days the Supervisory Committee cannot make a decision, then the candidate may reconstitute the Committee, and schedule a new defense.

## Student Information

| | |
|---|---|
| Student Name: | Student Number: |
| Student UW Email: | Proposal Defense Date: |

*A completed version of this form should be submitted to the Office of Student Services Office, MGH 420. A copy will be provided to the Ph.D. Program Chair.*

# Ph.D. Dissertation Proposal Defense

## Committee Decision
[   ] Accept
[   ] Accept with minor revisions
[   ] Accept with revisions (See below for revisions process)
[   ] Reject (mark appropriate choice)
    [   ] Recommend 2nd Proposal Defense
    [   ] Recommend drop from PhD Program

## Supervisory Committee

**Chair Signature (on behalf of Committee):** _____ **Date:** _____

**GSR Signature:** _____ **Date:** _____

## Accept with Revisions Process
The revision process proceeds as follows:
- The Committee informs the Candidate verbally of the revisions required and the date by which revisions are to be completed.
- The Chair, in consultation with the Committee prepares a written description of the required revisions. A copy of the letter is provided to Student Services to place in the student's permanent academic file.
- The Chair and the candidate determine the date by which the revisions must be completed, normally within 3 months.
- The Chair distributes the written description to the Candidate and the Committee.
- Two weeks after the revisions are submitted by the Candidate, the Committee informs the Candidate whether the revisions are accepted or rejected.
- If accepted, a PDF version of the proposal is submitted to Student Services; the
- PDF is available to the public for reading.
- If rejected, the Committee recommends, as outlined above, to either permit a second defense or to drop the student from the program.
- If the revisions are not completed successfully within the specified time period, the Chair may extend the time for revision to up to six months from the date of the proposal defense. After six months, the Chair may petition the Ph.D. Committee for an extension.
- If the revisions are not completed successfully in the time frame designated, and if the Supervisory Committee and the Ph.D. Committee concur, the proposal is rejected and the student is dropped from the Ph.D. program in Information Science at the University of Washington.

## Final Committee Decision for "Accept with Revisions":
[   ] Accept
[   ] Reject (mark appropriate choice)
    [   ] Recommend 2nd Proposal Defense
    [   ] Recommend drop from PhD Program

## Supervisory Committee

**Chair Signature (on behalf of Committee):** _____ **Date:** _____

**GSR Signature:** _____ **Date:** _____