

DISSERTATION PROPOSAL SCHEDULING FORM

NAME _____ E-MAIL _____

PROPOSAL TITLE _____

DATE AND HOUR OF HEARING _____

THE PROPOSAL HEARING IS ALWAYS OPEN TO ALL HISTORY FACULTY. IT IS CONSIDERED OPEN TO THE PUBLIC UNLESS OTHERWISE INDICATED BY EITHER THE STUDENT OR COMMITTEE. PLEASE CHECK WHETHER THE PROPOSAL HEARING IS OPEN OR CLOSED TO THE PUBLIC:

OPEN _____ CLOSED _____

NAMES OF FACULTY IN ORDER OF READERSHIP
GIVE AFFILIATION AND CONTACT INFORMATION FOR NON-UNIVERSITY OF CHICAGO FACULTY

1. _____
2. _____
3. _____
4. _____

I HAVE RECEIVED A FINAL, COMPLETE DRAFT OF THE PROPOSAL, AND IT IS READY FOR PUBLIC HEARING.

SIGNATURE OF DISSERTATION DIRECTOR
(An email approval will also serve as a signature.)

DATE

STUDENT INSTRUCTIONS FOR SCHEDULING THE PROPOSAL HEARING

1. Please email or visit [Kelly Pollock](#), graduate affairs administrator, before scheduling the hearing; [Kelly](#) will check for outstanding grades in required courses and language exams, which must be recorded before presenting the proposal. You can now contact your readers to arrange the date.
2. Your director must be present for a hearing to occur. In exceptional circumstances (such as a faculty member on leave) a reader can write a report in lieu of attending, which should cover issues that the reader would raise if in attendance. The report should be emailed to [David Goodwine](mailto:dgoodwin@uchicago.edu) at <dgoodwin@uchicago.edu>. Please provide contact information for the absent reader:
Name _____
Affiliation/ Address _____
Phone _____ Fax _____
Email _____
3. At least two weeks before the hearing: Give copies of the proposal to your readers for a final review.
4. At least two weeks before the hearing: Return this form and the final copy of the proposal, which includes any suggested revisions, to [David Goodwine](#), department secretary. [David](#) will send a reminder of the date to your readers. The report from the absence reader must also be on file by this time.

FOR OFFICE USE ONLY

Has candidate completed all prerequisites? YES _____ REqs outstanding _____
Room assigned _____
Final notice sent (date) _____ (by) _____