

Proposal and Defense Checklist

Behavior Analysis

Thesis, Project, and Dissertation Proposals

- Thesis
 - Prior to the start of the term, complete a [Permission to Elect form](#) to register for PSY 7000 Master's Thesis (six credits)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Must be enrolled every fall and spring until graduation, and only summer during the term of graduation.
 - If transferring thesis credits from another institution, collect signatures on the [Psychology Waiver/Substitution form](#)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Prior to proposal
 - Identify three department faculty to serve as committee members
 - Complete the [Grad College committee appointment form](#)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Schedule room if needed
 - Submit to Emily Sharp, emily.a.carey@wmich.edu
 - After proposal
 - Collect committee signatures on the [Psychology proposal approval form](#) (*type out form prior to proposal*)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
- Thesis-Like Project
 - Prior to the start of the term, complete a [Permission to Elect form](#) to register for PSY 7350 Graduate Research (six credits)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - If transferring thesis credits from another institution, collect signatures on the [Psychology Waiver/Substitution form](#)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Prior to proposal (*if proposing*)
 - Identify three department faculty to serve as committee members
 - No committee appointment form required
 - Schedule room if needed
 - Submit to Emily Sharp, emily.a.carey@wmich.edu
 - After proposal (*if proposing*)
 - Collect committee signatures on the [Psychology proposal approval form](#) (*type out form prior to proposal*)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
- Project
 - Prior to the start of the term, complete a [Permission to Elect form](#) to register for PSY 7050 Master's Project (six credits)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Prior to proposal
 - Identify one department faculty and one additional department faculty or outside member to serve on committee
 - No committee appointment form required
 - Schedule room if needed
 - Submit to Emily Sharp, emily.a.carey@wmich.edu
 - After proposal
 - Collect committee signatures on the [Psychology proposal approval form](#) (*type out form prior to proposal*)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
- Dissertation

- Prior to the start of the term, complete a [Permission to Elect form](#) to register for PSY 7300 Doctoral Dissertation (12 credits)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Must be enrolled every fall and spring until graduation, and only summer during the term of graduation.
- Complete COMP requirement as stated in program handbook and complete the [Psychology Waiver/Substitution form](#)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
- Apply for [Doctoral Candidacy](#)
 - Complete after committee is appointed, Comp is completed, and ABD.
- Prior to proposal
 - Identify three department faculty and at least one additional person to serve as committee members
 - Complete [Grad College committee appointment form](#)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Collect outside committee member's CV
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Schedule room if needed
 - Submit to Emily Sharp, emily.a.carey@wmich.edu
- After proposal
 - Collect committee signatures on [Psychology proposal approval form](#) (*type out form prior to proposal*)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu

Thesis, Project, and Dissertation Defense

- Thesis
 - Prior to defense
 - Make sure a committee appointment form was submitted and approved.
 - If not completed prior to proposal:
 - Identify three department faculty to serve as committee members
 - Collect signatures on the [Grad College committee appointment form](#)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Check the defense submission [deadlines](#).
 - Schedule room if needed
 - Submit to Emily Sharp, emily.a.carey@wmich.edu
 - Notify Amber Hutson, amber.l.hutson@wmich.edu, of scheduled defense date
 - After defense
 - Collect signatures on the [Grad College thesis defense form](#) (type out form prior to defense)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Submit to Grad College via [ProQuest](#)
 - Collect signatures on the [Psychology thesis defense form](#) (type out form prior to defense)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Submit manuscript to Grad College via [ProQuest](#)
- Thesis-Like Project Defense/Redefense (for those transferring with MA but no thesis completed or need to re-defend)
 - Prior to defense
 - Identify three department faculty to serve as committee members
 - Schedule room if needed
 - Submit to Emily Sharp, emily.a.carey@wmich.edu
 - Notify Amber Hutson, amber.l.hutson@wmich.edu, of scheduled defense date
 - After defense
 - Collect signatures on the [Psychology thesis defense form](#) (type out form prior to defense)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
- Project
 - Prior to defense
 - If not already completed prior to proposal, identify one department faculty and one additional department faculty or outside member to serve on committee
 - Schedule room if needed
 - Submit to Emily Sharp, emily.a.carey@wmich.edu
 - Notify Amber Hutson, amber.l.hutson@wmich.edu, of scheduled defense date
 - After defense
 - Collect signatures on the [Psychology project defense form](#) (type out form prior to defense)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Submit final project paper
 - Submit to faculty advisor
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
- Dissertation
 - Prior to defense
 - Make sure a committee appointment form was submitted and approved.
 - If not completed prior to proposal:
 - Identify three department faculty and at least one additional person to serve as committee members
 - Collect signatures on the [Grad College committee appointment form](#)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Collect outside committee member's CV
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Complete COMP requirement as stated in program handbook and complete the [Psychology Waiver/Substitution form](#)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Check the defense submission [deadlines](#).

- Submit [Grad College dissertation defense scheduling form](#)
- Schedule room if needed
 - Submit to Emily Sharp, emily.a.carey@wmich.edu
- Notify Amber Hutson, amber.l.hutson@wmich.edu, of scheduled defense date
- After defense
 - Collect signatures on the [Grad College dissertation defense form](#) (*type out form prior to defense*)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Submit to Grad College via [ProQuest](#)
 - Collect signatures on the [Psychology dissertation defense form](#) (*type out form prior to defense*)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Submit manuscript to Grad College via [ProQuest](#)