

Proposal and Defense Checklist

Clinical

Thesis, Project, and Dissertation Proposals

- Thesis-Equivalent 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
 - Identify two department faculty and one additional person 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
 - Collect signatures on the [Clinical proposal evaluation 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 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
 - Collect signatures on the [Graduate 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 signatures on the [Clinical proposal evaluation form](#) (*type out form prior to proposal*)
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu

Thesis, Project, and Dissertation Defense

- Thesis-Equivalent Project/Re-defense *(for those transferring with MA but no thesis completed or need to re-defend)*
 - Prior to defense
 - If not already completed prior to proposal:
 - Identify two department faculty committee members and one additional person to serve as committee member.
 - Have completed/will complete the term of defense or transferred six credits of PSY 7350 or equivalent
 - 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
 - Collect signatures on the [Clinical defense evaluation form](#)
 - 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
 - Collect signatures on the Clinical Psychology defense evaluation form
 - Submit to Amber Hutson, amber.l.hutson@wmich.edu
 - Submit manuscript to Grad College via [ProQuest](#)