

Proposal and Defense Checklist

IOBM

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 [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
 - No department or university proposal approval forms required
- Thesis- Equivalent Project *(for those transferring with MA but no thesis completed or need to re-defend)*
 - 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)*
 - No department or university approval proposal forms required
- 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
 - 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
 - Apply for [Doctoral Candidacy](#)

- Complete after committee is appointed, Comp is completed, and ABD.
- After proposal
 - No department or university approval proposal forms required

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- Equivalent Project Defense/Re-defense (*if transferring with MA but no thesis completed or need to re-defend*)
 - Prior to defense
 - Identify three department faculty to serve as committee members
 - 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
 - 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](#)