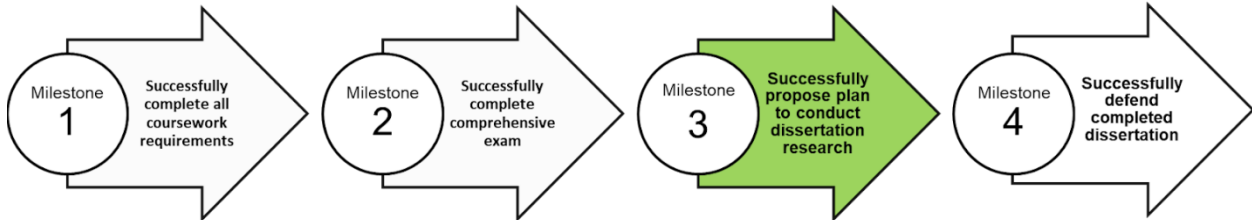


MILESTONE CHECKLIST 3: PREPARING FOR THE DISSERTATION PROPOSAL MEETING



Please upload this form to Brightspace at least 4 weeks in advance of your scheduled proposal meeting.

Your Name:	
Your Email:	
Proposal Date:	
Proposal Time:	
Will your proposal be:	<input type="checkbox"/> Fully in-person (i.e., all committee members and guests present, no Zoom needed) <input type="checkbox"/> Combination in-person and virtual (i.e., some committee members and guests present, some joining via Zoom) <input type="checkbox"/> Fully virtual (i.e., all committee members and guests joining via Zoom, no physical location needed)
If in-person, where would you prefer to meet for the proposal:	<input type="checkbox"/> In the UDC <input type="checkbox"/> In Academic Building B <input type="checkbox"/> N/A- holding defense fully on-line. <input type="checkbox"/> Other. Please specify:
Do you need assistance with reserving a meeting location?	Check all that apply: <input type="checkbox"/> Yes, please assist me with reserving a conference room. <input type="checkbox"/> Yes, please assist me with creating a zoom link. <input type="checkbox"/> No, I have it covered.
Dissertation Committee Members	
Primary Advisor/Chair Name	
Primary Advisor/Chair Department	
Primary Advisor/Chair Email	
Committee Member 1 Name	

Committee Member 1 Department & College	
Committee Member 1 Email	
Committee Member 2 Name	
Committee Member 2 Department & College	
Committee Member 1 Email	

For internal use only:

- Conference room reserved (if necessary)
- Proposal date added to shared calendar (w/Zoom link, if necessary)