

THE UNIVERSITY OF GEORGIA
POLITICAL SCIENCE & INTERNATIONAL AFFAIRS

Checklist: Dissertation Prospectus

The Semester Before Your Defense

1. If the makeup of your advisory committee has changed since your comprehensive exams, fill out a *revised* [Advisory Committee for Doctoral Candidates](#) form. Bring it to the Graduate Advisor's Office for final approval and the Graduate Coordinator's signature. The Graduate Advisor will submit this form to the Graduate School.
2. Start writing your prospectus! Next semester, you will be required to allow your major professor two weeks to work with you on a complete draft, your committee two weeks to read the final prospectus, and the Graduate Advisor will need a window of time in which to schedule the defense before the semester ends and your committee is no longer available, which means *you will not have the entire semester to finish your prospectus*. To avoid a last-minute rush, write now.

The Semester in Which You Defend Your Prospectus

1. Follow program deadlines for distributing and defending your prospectus. The Graduate Advisor will have sent these dates out shortly after the midpoint of the previous semester.
2. When you are ready to distribute your prospectus to the committee, bring four hard copies directly to the Graduate Advisor's Office. The Graduate Advisor will attach cover sheets to the document. You will then be able to officially distribute your dissertation. If you would prefer a different method of distribution, please speak to the Graduate Advisor beforehand. PDF copies of your dissertation are acceptable if one or more committee members specifically request them. The Graduate Advisor will schedule a prospectus defense no less than two weeks after the official distribution date.