



School of Public Health Graduate Research Meeting

This form is to be completed by the student.

Student Name: _____

Department: _____ **Program of Study:** _____

Meeting Type: Project Proposal Thesis Proposal Dissertation Proposal
 Project Defense Thesis Defense Dissertation Defense

Title: _____

Meeting Date: _____ **Meeting Time:** _____ **Meeting Location:** _____

Committee: _____ (*Chair*)

ABSTRACT:

Student Signature

Faculty Advisor Signature

Important Notes for the Student Completing This Form:

If this is your MPH or MHA Project Proposal:

After selecting your project topic, you must prepare a written proposal that details what is to be accomplished and how it will be done (see the MPH/MHA Project and Thesis Guidelines for detailed instructions). This form will serve as the cover page of your proposal document, signed by you and your advisor. Be sure a copy is forwarded to your Department's Graduate Program Coordinator to be placed in your file. (Your proposal must be approved no later than the 3rd week of classes in the semester in which you will complete the project.)

If this if your MPH or MHA Project Defense:

The final step in completing your MPH/MHA project is to pass an oral defense conducted by your Project Examining Committee. In addition to committee members, any member of the faculty or any graduate student may attend this meeting. You must schedule the oral defense meeting at least 5 working days in advance with your committee, then complete and post **this form** on the departmental graduate student bulletin board (also at least 5 working days in advance of your scheduled defense meeting).

If this is your MPH or MHA Thesis Proposal:

After selecting your thesis topic, you must prepare a written proposal that details what is to be accomplished and how it will be done (the final structure of the proposal follows published University guidelines and can also be found in the MPH/MHA Project and Thesis Guidelines). When the proposal is ready for final review, you will schedule a meeting with your Thesis Examining Committee. You must submit a copy of your proposal to the examining committee at least 10 working days in advance of the meeting, **AND** you must also post **this form**—an abstract of the study and information about the meeting time, place and date—10 working days before the meeting on the departmental graduate student bulletin board.

If this if your MPH or MHA Thesis Defense:

The final step in completing your MPH/MHA thesis is to pass an oral defense conducted by your Thesis Examining Committee. In addition to committee members, any member of the faculty or any graduate student may attend this meeting. You must schedule the oral defense meeting at least 5 working days in advance with your committee, then complete and post **this form** on the departmental graduate student bulletin board (also at least 5 working days in advance of your scheduled defense meeting).

If this is your PhD Dissertation Proposal:

After selecting your dissertation topic, a written proposal that details the research plan and exactly how it will be conducted is submitted. When the proposal is ready for final review, you must schedule the oral defense meeting of your proposal at least 10 working days in advance with your Dissertation Committee. You must also complete and post **this form** on the departmental graduate student bulletin board (also at least 10 working days in advance of your scheduled defense meeting).

If this if your PhD Dissertation Defense:

Once your committee has been approved by the Graduate School you may schedule the oral defense meeting with your committee. (Note that no dissertation defense meetings can be scheduled during the last week before regular Graduate School deadlines for submitting all requirements.) You must also complete **this form** and post it on the departmental graduate student bulletin board at least 10 working days before the scheduled defense meeting.