

Dissertation Prospectus

Please consult the [Graduate Program Guidelines](#) for more detailed information.

- By 11/30 complete the prospectus. Work with your committee members to [schedule a prospectus defense](#).
- Complete the [Committee Appointment Form](#) and return to the Graduate Administrative Assistant. This form should be completed and turned in as soon as possible after the prospectus defense. All signatures must be original. If the outside reader is out of state; an e-mail from their university account directly to the Administrative Assistant's university account, stating that they have agreed to participate and have no conflicts of interest, will suffice. Please ask that they include their current CV with this e-mail.
- Complete the [Prospectus Approval Form](#).
- After the defense, turn in the Prospectus Approval Form and a copy of your dissertation.

Dissertation Defense

- Apply for degree via Ulink by the deadline provided on the Graduate Program Calendar
- Work with your director on an appropriate timeline. Consult the [Graduate Program Calendar](#) for the last day to defend the dissertation (14 days prior to the end of the term, as per SIGS guidelines). Consult the SIGS web site for [submission and formatting guidelines](#).
- Contact your committee and schedule the date and time for your defense. All committee members must agree on the date and time prior to submitting the information to the Administrative Assistant. Complete the [Schedule a Final defense form](#) once the day and time are confirmed by all committee members.
- Contact SIGS (graduate@louisville.edu, 852-6495) to go over your dissertation's formatting. Be sure to review the formatting procedures prior to this meeting. (The earlier you are able to schedule this the better)
- Contact the department's Technology Specialist (852-6932) if you need any phone conference, skype, or other technology needs.
- The Administrative Assistant will inform you of your room reservation. Pass all time/location information along to your committee members.
- Meet with your committee to defend your dissertation. Your director will be given a folder with forms for you and your committee members to complete.

After you have completed the defense turn the following forms/information in to the English Department. SIGS has separate requirements. Consult the [Thesis/Dissertation Information page](#) on their web site for more information on their requirements.

- Copy of the signature sheet - information on formatting found on page 16 of the SIGS formatting guidelines.
- Copy of up to date CV, with UofL degree listed.
- Completed Student Survey (in folder)
- Completed self-assessment (in folder)
- Professionalization information (online under "[Forms](#)" in the "Professionalization" section.
- Complete [Placement Report](#)

Notes: