

ORAL PROPOSAL PROCEDURES

At least **five** Washington University Economics faculty members **must be present, including three** faculty members who will serve as the **dissertation advisory committee and two outside readers**. It is up to the candidate to choose these five members and ask for a commitment. After your work passes the scrutiny of a public proposal, the three or four members of the advisory committee will lend their signatures to your *Thesis, Title, and Scope* form, as will you and the departmental chairman.

Give the names of your dissertation committee to your Committee Chair and the Graduate Secretary as early as possible.

Have your Committee Chair and other two members of your advisory committee approve your paper. This must be done before a date can be scheduled. Have your chairman notify the Graduate Secretary that it is OK to proceed.

Schedule your proposal for a date and time, which is agreed upon by everyone involved. Schedule a room for your presentation, with assistance from the Graduate Secretary.

Obtain the *Thesis, Title, and Scope* form from the Graduate Secretary and prepare it. Have your advisor approve the final draft.

TWO WEEKS BEFORE YOU PROPOSE

One copy of the paper is due to the Graduate Secretary, who then makes copies for every faculty member plus others for students, and sends out a memo announcing your proposal.

Return the completed *Thesis, Title, and Scope* form to the Graduate Secretary one week in advance. Please send it by e-mail, in case minor format changes are necessary. (LEAVE DATES AND FACULTY NAMES BLANK. SONYA WILL FILL THIS IN)

DAY OF PROPOSAL

Your Committee Chair will bring the final *Thesis, Title, and Scope* form to your proposal presentation, so that it can be signed by the appropriate parties, assuming your presentation is successful.

The presentation consists of your ten-minute summary, followed by questions from your committee and others in attendance.

The Graduate Secretary will copy the signed form for the departmental records and will send the original to the Dean's office.

Revised 10/10/08