



PROPOSAL DEFENSE SCHEDULING

Name of Student

Anticipated Graduation Date

Faculty/Department

Degree/Concentration

Proposed Thesis Title

The proposal should follow the *MEU Standards for Written Work* (using either APA or Turabian style according to the standard of your field) and it should generally contain the following components. *Consult with your Research Advisor on the specific format of the proposal.*

Introduction (background, problem statement, research question/hypothesis/purpose, significance, definition of terms, limitations and delimitations)
Review of Literature

Methodology (design and methods, population and sample, instruments, data collection and analysis, ethics, outline of study)
References (or working bibliography)
Time Frame

When your Research Advisor and you believe that you are ready to defend your proposal, send the final version of your proposal to all members of your **Thesis Committee** and your **Faculty Dean/Dept. Chair** or other designated individual who will preside over the defense. Collect signatures on this form in the order in which they appear.

Defense scheduled on _____ at _____ .
Date Time

1. **Research Advisor:** The proposal is complete, follows *MEU Standards for Written Work*, passes a plagiarism check, and is ready to defend.

Research Advisor Signature

Date

2. **Committee:** The proposal is ready to defend.

Committee Member Signature

Date

Committee Member Signature (optional)

Date

3. **Faculty Dean/Dept. Chair:** The proposal defense date is approved.

Faculty Dean/Dept. Chair Signature

Date

This completed form should be submitted to the **Registrar**.