



## **\*\*Prospectus Defense Checklist for Doctoral Students\*\***

### **1. Schedule the Defense:**

- a. Confirm the date and time with the Dissertation Chair. Whenever possible, verify with the Dean's assistant to ensure that the chosen time accommodates the Dean's availability.

#### **Note:**

- a) The Assistant Dean of Graduate Programs and the PhD Program Chair must receive a notification regarding the defense date at least three weeks before the defense date.
- b) Defenses can only occur during the academic year (from the start of classes through graduation), typically on Mondays or Wednesdays.
- c) No alterations to the date or time of the defense may be made without obtaining prior approval from the Dissertation Chair and the PhD Program Chair.

### **2. Defense Format:**

- a) **In-person:** If the defense is in person, check room availability with the Dean's Office Assistant, Kristin Osborn, at [ko283@scj.rutgers.edu](mailto:ko283@scj.rutgers.edu).
- b) **Virtual:** Include the Zoom link along with the date and time of the defense.

### **3. Submission of the Defense Announcement:** Once the date is confirmed, or three weeks prior to the defense date, send a one-page copy of the defense announcement to the Assistant Dean of Graduate Programs, Jimmy Camacho, at [jimmyca@scj.rutgers.edu](mailto:jimmyca@scj.rutgers.edu).

- a. This announcement should include:
  - Day, date, time, and location of the defense (or Zoom link).
  - Title of the prospectus and your name.
  - Name of the Dissertation Chair.
  - Names of the committee members.
  - An abstract of approximately 350 words.

### **4. Distribution of Announcement:** The Office of Academic and Student Services will distribute copies to the following:

- Dean
- SCJ Faculty
- SCJ Staff
- SCJ Graduate Students
- Posting on the 5th floor

### **5. Verification of a Successful Prospectus Defense:** Following a successful defense, the Ph.D. Dissertation Chair will send a written email confirmation to the PhD Program Chair, Dean, and Assistant Dean of Graduate Programs & Enrollment Services.