

**THESIS/DISSERTATION PROPOSAL SIGN-UP SHEET**  
**(must be completed at least two weeks prior to the proposal defense)**

Name:	ANumber
Concentration:	
Proposal Title:	
Thesis/Dissertation Proposal Date:	
Time:	Location:
IVC Required: NO ____ YES ____ If yes, SITE(S):	

**Please list members of your supervisory committee below:**

Committee Chair:	Member:
Member:	Outside Member:
Member:	<b>Committee Chair has approved proposal is ready to submit to committee for review: (student initial)</b>

**RE M I N D E R S:**

- Students must be currently enrolled the semester they defend their thesis/dissertation proposal -- Continuing Graduate Advisement is acceptable.
- Once the proposal has the tentative approval of the chair, copies should be sent to all committee members for review and a proposal defense date set. At the same time, a digital copy of the dissertation proposal should be sent to the GPC ([heather.ericson@usu.edu](mailto:heather.ericson@usu.edu)). This copy will be submitted to Turnitin as an initial plagiarism check although the document will be withheld from the Turnitin repository. The Turnitin report is shared with the student's committee chair who is responsible for addressing any issues or concerns.
- Submit this form, Thesis/Dissertation Proposal Sign-up Sheet, to Heather Ericson via email [heather.ericson@usu.edu](mailto:heather.ericson@usu.edu) at least **TWO WEEKS prior to thesis/dissertation proposal**. Arrangements for reserving a campus conference room and IVC, if required, can be made with Jeannie Maughan ([jeannie.maughan@usu.edu](mailto:jeannie.maughan@usu.edu)).
- Following your successful proposal, submit an electronic copy of your Title Page to Heather Ericson via email [heather.ericson@usu.edu](mailto:heather.ericson@usu.edu) which will be routed to your committee for signatures. A signed copy will be returned to you to file for IRB.