

RTC 2 Week Notification Form

Return this signed form to the Humanities Office; Walker 319

Check one (see page 2 for required supporting documentation):

PhD Qualifying Exam

PhD Proposal Defense

PhD Dissertation Defense MS Proposal Defense

MS Coursework Defense MS Project Defense

MS Thesis Defense

Student Name: _____ M-Number: _____

Name of advisor: _____

Names of other committee members:

1. _____

2. _____

3. _____

4. _____

Date & Time: _____

Room: _____

This form does not supersede the required paperwork for the graduate school (i.e., Pre-Defense Forms, thesis drafts, Report on Final Examination Forms, etc.), must be submitted to the graduate school as instructed on the Degree Completion Timeline (<http://www.mtu.edu/gradschool/administration/academics/timeline/>)

Signatures:

Student: _____ Date: _____

Advisor: _____ Date: _____

Graduate Director or Dept. Chair: _____ Date: _____

Supporting documentation (to be submitted at the same time as the form)

- a) For the **PhD Qualifying Exam**, send **electronic copies** of the **readings lists and questions**. Indicate the date that the exam will begin (i.e. when the questions will be available to the student) and the date upon which the oral exam will take place.
- b) For the **PhD Proposal Defense**, send an **electronic copy** of the **15-20 page proposal document**. It must include the following parts:
- **Introduction**—articulates an area of focus leading to a defensible question.
 - **Literature review**—situates the research question within the context of other current conversations and work in the field.
 - Rationale for study.
 - **Articulation of Research Question(s)**.
 - **Methodology/Methods**—articulates an understanding of the appropriate means for undertaking the collection and analysis of data, or the articulation of appropriate rhetorical/hermeneutic approaches, as approved by the student's committee, that will lead student to contribute productively to their area of interest.
 - Chapter outline, as presently projected.
 - **Expected significance of project/contributions to the field**.

Also for the **PhD Proposal Defense**, you must bring completed hard copies of the following forms to your proposal defense.

- **Degree Schedule Form (D5)** — <http://www.mtu.edu/gradschool/administration/academics/forms-deadlines/pdfs/D5-Degree-Schedule.pdf>
 - **Qualifying or Research Proposal Exam Form (D4/6)** — <http://www.mtu.edu/gradschool/administration/academics/forms-deadlines/pdfs/qualifying-proposal-exam.pdf>
 - **Petition to Enter Research Only Mode** — <http://www.mtu.edu/gradschool/administration/academics/forms-deadlines/pdfs/ResearchOnlyMode.pdf>
- c) For the **PhD Dissertation Defense**, send **electronic copies** of your **abstract and defense dissertation** and a copy of the **Pre-Defense Form** submitted the graduate school.
- d) **MS Proposal Defense** – none required.
- e) **MS Coursework** – none required.
- f) **MS Project Defense**, send an **electronic copy** of the **25-30 page project report** (with reference list and works consulted list) and a copy of the **Pre-Defense Form** submitted the graduate school.
- g) **MS Thesis Defense**, send an **electronic copy** of the **40-60 page thesis** (with reference list and works consulted list) and a copy of the **Pre-Defense Form** submitted the graduate school.

Send all electronic copies of supporting documentation to:
Alexander Renshaw (ajrensha@mtu.edu)