



FINANCE DEPARTMENT

Dissertation Committee and Proposal Defense

1. Download *Appointment of Dissertation Committee Request Form* and the *Non-Penn Faculty for Committee Form* (if needed) and submit to Itay Goldstein for review. A copy goes to Susan Collins and the original to Mallory Hiatt, Wharton Doctoral Program Office, 411C SH/DH, 215-898-2619.
2. Download *Oral Proposal Notification Form*. This must be signed by your Dissertation Committee Chair. Please submit to Itay Goldstein for review. The original goes to Mallory Hiatt, Wharton Doctoral Office.
3. Before your presentation, download the *Oral Proposal Defense Certification Form* from the Wharton Doctoral Program Website. Complete it and secure necessary committee member signatures. Please submit to Itay Goldstein for review. A copy goes to Susan Collins, Wharton Finance. The original goes to Mallory Hiatt, Wharton Doctoral Office.
4. Doctoral Program Website Forms – please go to the following website to download forms:

<http://www.wharton.upenn.edu/doctoral-inside/forms.cfm>
5. Contact Susan Collins with enough time to prepare and post a flyer announcing your Proposal Defense **at least two weeks in advance of the date of the presentation.** Susan will require the following information:
 - a. Date
 - b. Time
 - c. Location
 - d. Title of Your Paper
 - e. Dissertation Committee (Identify Chair)
 - f. A copy of your paper in PDF format
6. Susan will have your flyer posted in the department and in the Wharton Doctoral Office (outside of Mallory Hiatt's office) at least two weeks in advance of your proposal defense.