



## College of Education & Human Development

### Guidelines for the Announcement of Prospectus Presentation

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- The form is available at <https://education.gsu.edu/admissions/graduate-student-resources/>.
- The time, with *a.m.* or *p.m.*, is indicated.
- The location, with *room number and building*, is indicated.
- Required signatures (major advisor, department chair and associate dean) are affixed, *using blue ink*.
- Acronyms do not appear in the abstract title.
- Acronyms used in the body of the abstract are spelled out the first time they appear and are followed by the acronym, parenthetically [e.g., Graduate Record Examination (GRE)]. The acronym may then be used throughout the remainder of the abstract.
- The Abstract is no more than 350 words; title and headings do not count.

#### REMINDERS:

1. Carefully read the current *Deadlines for Doctoral Candidates*.
2. Contact the business manager in your department to reserve a room in which to hold your presentation.
3. Defense must be held between the first day of class and the last day of the term.
4. The original announcement signed by major advisor and department chair must be received by Dr. Kris Varjas, Associate Dean for Graduate Studies and Research, Dean's Office, 10<sup>th</sup> floor CEHD, at least fifteen calendar days prior to the date of presentation.
5. Submit an electronic copy of the prospectus to The Office of Graduate Student Services general e-mail account at [coedissertations@gsu.edu](mailto:coedissertations@gsu.edu) at least fifteen calendar days prior to date of presentation.
6. You should provide a copy of the announcement to each member of your committee.
7. If you submit an announcement of presentation that is not in proper format, contains errors, is in violation of the fifteen-day rule, or is not accompanied with one copy of the completed prospectus in proper form, you may be required to reschedule your presentation and submit corrected original.
8. If one of your committee member does not hold graduate faculty status in the College of Education & Human Development, please submit a Vitae along with the dissertation announcement to the Associate Dean of Graduate Studies and Research.
9. Dr. Kris Varjas, Associate Dean for Graduate Studies and Research, will forward approved original announcement to the Office of Graduate Student Services.