Dissertation Standards and Procedures

# Appendix 4

**LETTER REQUESTING APPROVAL TO HOLD A PROPOSAL HEARING or DISSERTATION DEFENSE [state one]**

Date

 , Director of the Ph.D. Program The Heller School for Social Policy and Management

Brandeis University

415 South Street/MS 035

Waltham, MA 02454

Dear \_:

I am writing to make arrangements for the hearing of my proposal or defense [state one] of my dissertation, which is entitled:

[Insert title of either proposal or dissertation]

I have consulted with my committee, and we have scheduled the proposal hearing or dissertation defense [state one] to be held on:

(day, date) Tuesday, May 16, 2017

(time) at 1:30-3:30 p.m.

(place) Heller School, Room 147 The members of my committee are:

Name of Heller faculty member, Chairperson Name of Heller faculty member

Name of Heller or outside member

Name of outside member (list degree status, job title, name of

organization and complete address)

Thank you for your attention. If this meets with your approval please let me know.

Sincerely,

Your name

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