

## Submission of a Dissertation Proposal

The proper procedure is as follows:

1. The proposal is first submitted to the dissertation Director and Readers (the Dissertation Committee) for their approval.
2. Once the Director and Readers agree that the it meets their expectations, the proposal (**unsigned by the Dissertation Committee**) is placed on file in the main office for one week, to give all faculty members in the Department an opportunity to read and comment on it. **Comments will be submitted in writing to the Director.**
3. After members of the Department have had an opportunity to read the proposal, the Dissertation Director will call a meeting of the candidate and the Dissertation Committee to discuss any suggestions for revision of the proposal and/or consideration in the process of writing the dissertation that may have come from the members of the faculty, or from the Director and Readers.
4. **After this meeting, and once any revisions required by the Dissertation Committee have been completed, the Director and Readers will sign the proposal** and forward it to the Departmental Chair for signature.
5. Once the Chair signs the proposal, it is sent to the Graduate School for the Dean's acceptance.
6. After the Dean signs the proposal, it is filed in the Graduate School office.
7. At this point, work on the dissertation may formally proceed.