

Section: Graduate Student Policies

Policy Number: 710.2

Subject: Thesis and Dissertation Proposal Policy

Effective Date: February 4, 2014

Thesis and Dissertation Proposal Policy

Background

The thesis/dissertation proposal is written by the graduate student and approved by the student's supervisory committee prior to data collection (or prior to data analysis when using archival data). The purpose of the proposal is to review relevant background literature, outline the need for the study, and describe the methods to be used in conducting the study. In general a proposal will consist of the following sections: Problem Statement / Introduction, Review of Literature, Method (including participants, measures, procedures, and proposed analyses). However, students should consult with their supervisory committee to ensure their proposal is written in the format most appropriate for the nature of the study.

Policy

According to departmental policy students must adhere to the following guidelines:

- 1) Students must provide all committee members with a copy of their thesis/dissertation proposal at least 2 weeks prior to the scheduled proposal meeting.
- 2) Students' thesis/dissertation proposals, including those for multi-paper dissertations, must be no longer than 30 pages of text (with 1 inch margins, 12 point font, and double-spacing). References and appropriate tables, figures, and appendices (e.g., copies of instruments to be used, draft of informed consent document) do not count toward the 30-page limit.
- 3) Proposals for multi-paper dissertations should include the following: 1) an introductory chapter that sets the context for the thematic research, 2) a summary of the literature review for each paper that will be included in the final dissertation, and 3) a methods section for each study.