

Dissertation Proposal Information

To: Dissertation Chairs

Please review the complete set of procedures and guidelines available through the Educational Leadership Department. You should have received a white binder with all procedures, policies, and guidelines, along with copies of appropriate forms. If you have not received this information, please contact the Leadership Department office.

The written dissertation should be a substantial body of work that reflects the topic appropriately. Examples of dissertations are available in the Randall Library and in the Educational Leadership Conference Room.

Here is a summary checklist to help you prepare to serve as chair or committee member of a dissertation committee:

✓	Task	Date
	Students must pass all of the courses attempted and the comprehensive exam prior to meeting with the committee to discuss the dissertation proposal.	
	The committee chair (and members) holds a meeting with the student to discuss the format of the proposal and expectations of the defense. The defense is a formal presentation. Following a successful defense of the proposal, a timeline for completing the dissertation and preparing for the dissertation defense should be generated to help organize the student and committee members.	
	Each committee will need to determine how information will be communicated. It is recommended that all communication between the student and the committee begin with the committee chair and the committee chair is copied on all communication between a committee member and the student.	
	The committee sets a date and time for the proposal defense at least 2-weeks after the comprehensive exam defense. A 3-hour block of time should be set aside to allow for set-up, greetings, questions, and conclusions.	
	The written proposal draft should be reviewed and initially approved by the committee chair prior to sending it to the other committee members. The draft should be sent to the committee members at least 2 weeks prior to the defense.	
	The written proposal is expected to be an initial draft of the first three chapters of the dissertation. The expectation is the student will need to modify, refine, and add to the proposal materials as the work on their dissertation.	
	At the successful conclusion of the proposal defense, the student should be directed to complete the IRB process to get permission to conduct their study. No data collection should begin until IRB approval has been issued. Note: Some school districts have their own IRB approval process. The timeline should reflect appropriate time for all approvals needed.	



Department of Educational Leadership
Dissertation Proposal Approval Form

Candidate: _____ Cohort # _____

* Scheduled: Date: _____ Time: _____ Location: _____

Results of Dissertation Proposal	Defense	
	Passed	Failed
Committee Members		
1.		
2.		
3.		
4.		
Finding		

Recommendation of Doctoral Committee:

_____ Proceed with IRB Training and Completion of Dissertation

_____ Reschedule Proposal Defense

Committee Members Signatures

Signature, Chair/Co-Chair

Department

Signature, Chair/Co-Chair

Department

Signature, Member

Department

Signature, Member

School District

**Please notify Lisa Hunt of Date, Time & Location 2 weeks prior to proposal defense. Submit this completed form at the end of the proposal defense.*