

DISSERTATION PROPOSAL

Timeline for Proposal Preparation and Defense

Within two quarters of advancing to candidacy (barring extenuating circumstances), a student is required to prepare and then defend before her/his dissertation committee a dissertation proposal.

Dissertation Proposal Defined

The dissertation proposal intends to meet two objectives: offer a clear, coherent, and systematic research plan to be followed; and demonstrate scholarly competence in the student's area(s) of study. The proposal is expected to be 20-25 pages in length (excluding references and appendices). It may be a refined and elaborated version of the prospectus presented as part of the qualifying exam. It should describe all the relevant details regarding research questions or hypotheses, significance of the topic, conceptual framework, literature review, research methods, plans for data analysis, and a proposed schedule to completion of the project. The proposal should include a title page and one-page abstract (maximum 400 words).

Once the proposal has received the approval of the faculty advisor, the student should give a finished draft to all dissertation committee members. It is the student's responsibility to schedule a date, time, and room for the proposal defense (a two-hour block of time should be scheduled). Copies of the proposal should be distributed to committee members at least two weeks before the defense. During the oral defense, the student will usually give a brief (15 minute) overview of the proposed topic and then answer questions from the faculty committee about the plan of research. In most cases, the faculty will offer ideas and suggestions for improving the research plan.

Following approval of the proposal, dissertation committee members sign the Dissertation Proposal Approval Form. The form plus a copy of the dissertation abstract are submitted to the Graduate Advisor for filing.

Students will normally defend their dissertation proposal in the beginning of their fourth year. Students who have not received signed approval for their dissertation proposal by the end of two quarters after advancing to candidacy or by the end of five years (whichever comes first) will be recommended for probation, barring extenuating circumstances.

Checklist of Student's Responsibilities Prior to Proposal Defense

- ☐ Discuss and recommend potential dissertation committee members (please note that changes can be made to the original committee selection made at the qualifying exam)
- ☐ Date established for dissertation proposal defense (must be successfully completed no more than 2 quarters after passing the qualifying exam)
- ☐ Draft of proposal approved by Faculty Advisor and sent to committee members at least 2 weeks prior to defense

DISSERTATION PROPOSAL APPROVAL FORM

This requirement is due 2 quarters after advancing to candidacy

Student Name: _____

Dissertation Title: _____

PROPOSAL APPROVAL

Approval Status:

Yes ☐ No ☐

Committee Chair Name & Signature Date

Yes ☐ No ☐

Committee Member Name & Signature Date

Yes ☐ No ☐

Committee Member Name & Signature Date

Yes ☐ No ☐

Committee Member Name & Signature Date

DISSERTATION PROPOSAL INSTRUCTIONS

1. The Dissertation Proposal and Dissertation Abstract must be approved by the Committee Chair and Members
2. Committee Chair and Members must confirm their approval by signature on the *Dissertation Proposal Approval* form.
3. Student will submit the completed *Dissertation Proposal Approval* form, and a copy of their dissertation proposal abstract, to the Graduate Advisor.
4. Students have two quarters after advancing to candidacy to successfully defend and submit their dissertation proposal. ~ e.g. Student advances to candidacy in May 2009, the student has until the end of winter 2010 to submit their completed form and proposal.

THE DISSERTATION READING COMMITTEE will consist of a minimum of three faculty members, at least two of whom are education department faculty. In addition, whatever the size of the committee, the majority of members will be UCSC ladder faculty (members of the Santa Cruz Academic Senate), at least one of whom is tenured. For additional information regarding the dissertation committee, please refer to the Education Department Ph.D. Student Handbook.