Dissertation Proposal Process

For the full policy, **please see the Graduate Catalog**.

The Dissertation Proposal is a contract between the student, the Research Committee and the University.

Data collection may not begin before Approval from the Institutional Review Board has been issued. Contact the Office of Sponsored Programs for more information.

Make sure all committee members are available and aware of the time and place. Schedule the proposal defense hearing and arrange location with your major program office. The proposal hearing is **not** scheduled with the Graduate School.

Review revision notes with the committee before the hearing is over to ensure that all the requested changes are included.

After the proposal revisions are approved by committee, get signature page signed. All committee members' signatures are required in order to pass.

Filing Dissertation Proposal with the Graduate School
The Graduate School recommends using the Dissertation Format Manual to set up your proposal, but we do **not** review the format of the proposal.

In order to approve your proposal and change your grade, the Graduate School does confirm that you have met these prerequisites for Doctoral Candidacy:

- Have Satisfied 4 hours of 797 Proposal Credits.
- Program must be active status.
- Enrolled in one or more hour of coursework – if not, you will be charged for Continuous Registration.
- Results of the Written Comps have been recorded by the Graduate School.
- Results of the Oral Comps have been recorded by the Graduate School.
- The Research Committee as approved by the Graduate School matches the Proposal Signature Page.

The student should e-mail the following proposal requirements to the Thesis and Dissertation Specialist at Graduate.School@unco.edu from your student bear email account.

- A digital copy of your proposal in MS Word or a PDF, email or on flash drive.
- Verification of Research Subject Compliance form signed by student and Research Advisor (even if you do not need to go through the IRB or IACUC, we need this form). Complete it digitally and sign using Adobe Verified Signatures.
- IRB or IACUC Approval letter downloaded from Streamlyne.
- Digital Proposal Title/Signature page. Adobe Verified Signatures by all committee members are required on the template.

Once we have confirmed that all requirements have been met, you will receive a letter of doctoral candidacy. Within 2-3 business days, the grade change will show up on your Degree Works record.

PROPOSAL TITLE PAGE FOR DOCTORAL DISSERTATION (do not print text in blue on your page)
This page does **not** need signatures. Use the Proposal Signature Page template using Adobe Verified Signatures.

UNIVERSITY OF NORTHERN COLORADO

Greeley, Colorado

The Graduate School

A Proposal for a Doctoral Dissertation

TITLE OF STUDY IN INVERTED PYRAMID
FORM IF TWO OR MORE LINES

Student's Full Name as Recorded in URSA

DOCTORAL COMMITTEE

(Type in all faculty names and degrees below the signature lines. **Only** include those who have been appointed to your committee, using the same roles as approved in your Committee Appointment Letter. Remove extra lines if not needed.)

_____
Professor's Name and Degree, Research Advisor or Co- Research Advisor

_____
Professor's Name and Degree, Co- Research Advisor (if applicable)

_____
Professor's Name and Degree, Committee Member

_____
Professor's Name and Degree, Committee Member

_____
Professor's Name and Degree, Faculty Representative

College
School
Program

December 2025
(Term and year in which proposal is submitted to Graduate School)