

## Dissertation Proposal Process

For full policy see Graduate Catalog

**The Dissertation Proposal is a contract between the student and 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. It is *not* scheduled with the Graduate School.
- Review revision notes with the committee before the hearing is over to insure 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 does not review the format of the Proposal, we do require that the Proposal Signature page follow the University format requirements (see page 3) and confirm that committee members are the same as those appointed to your committee.

We recommend using the Dissertation Format Manual to set up your proposal, but it is not required.

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

- Currently Enrolled in 1 or more hour of coursework – if not, you will be charged for Continuous Registration
- Satisfied Results of the Written Comps have been recorded by the Graduate School
- Satisfied Results of the Oral Comps have been recorded by the Graduate School
- Plan of Study on file with the Graduate School
- The Research Committee as approved by the Graduate School matches what is on the Proposal Signature Page, see example of this format on page 3 of this document

- E-mail Proposal Requirements to the Thesis & Dissertation Specialist, Carol Steward, at [carol.steward@unco.edu](mailto:carol.steward@unco.edu) from your student bear email account.
  - Digital copy of your proposal in MS Word or PDF
  - Verification of Research Subject Compliance form signed by you and Research Advisor (even if you do not need to go through the IRB or IACUC, we need this form)
  - IRB or IACUC Approval
  - Signed signature page

Once we have confirmed that all requirements have been met, we send authorization to the Registrar's Office to change your Proposal Hours from "NR" to "S". Within 2 business days, the grade change will show up on your DegreeWorks record.

PROPOSAL TITLE PAGE FOR DOCTORAL DISSERTATION (do not print text in blue on your page)

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 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, Honorary Committee Member (if applicable)

\_\_\_\_\_  
Professor's Name and Degree, Faculty Representative

College  
School  
Program

December 2020

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