

## English Department - Dissertation Proposal Checklist

1. Within **two weeks** of passing the Ph.D. Comprehensive Exam, *Student* identifies and confirms a dissertation mentor. *Student* sends email to mentor—copying the graduate administrator (GA) and the Director of Graduate Studies (DGS)—and asks the mentor to reply to all (GA, DGS, and student) so the department has a record of the mentorship.
2. *Mentor* replies to all from *Student* email for department confirmation.
3. *Student* registers for the respective semester's Proposal Development ENGL 0950 (PD).
4. *Student and Faculty Mentor* decide on 2<sup>nd</sup> and 3<sup>rd</sup> committee members for the Dissertation.
5. When all three members of the committee agree that the proposal is acceptable, *Student* emails the *GA* with a request to process the **Dissertation Title Approval** form. In this email, *Student* provides all committee member names and the dissertation title, and attaches a copy of the approved proposal for the department files (accepted proposals are normally made available to other students as examples). The student then notifies his/her committee that the form is ready to be signed by each member.
6. *GA* prepares the Dissertation Title Approval form with the date of the student's email and sends to the *Student* to review.
7. *Student* replies to the Dissertation Title Approval form with his/her approval (or any needed changes).
8. *Student* informs the committee that the *GA* has the Dissertation Title Approval form ready for their signatures, and asks for any special instructions for getting the form to any faculty who are off campus. *Student* informs the *GA* of any faculty who are off campus and need the form to be mailed.
9. Once the Dissertation Title Approval form is signed by all members, the *GA* has the Chair or DGS sign it and then sends it to GSAS.
10. Once *GSAS* approves the proposal, a letter is sent to the student with a copy to the department, and the student's registration is changed by GSAS for the semester from Proposal Development to Proposal Acceptance (3 credits).