

Appendix D

Psychology Student Academic Affairs
764-2580

GUIDELINES FOR DISSERTATION PROSPECTUS AND MEETING ON THE PROSPECTUS

A dissertation prospectus should contain: (1) an abstract of the specific aims of the investigation; (2) the background and significance of the proposed research, including the conceptual framework; (3) the research design and methods of procedure, including measurement techniques to be used, if applicable; (4) analysis strategies to be followed; (5) a tentative timetable. (Norms in each area will determine the length and further qualifications to these sections; areas should provide written guidelines for these norms and have available models of proposals for students to see).

A satisfactory committee meeting based on the prospectus is required and should have all committee members present in order to discuss additional information about the plans needed, agreed upon changes in the design or procedure, agreed upon responsibilities for advising the student about any particular aspect of the dissertation, agreed upon methods and timing for distributing chapters for comments. The committee may request another committee meeting before considering their meeting satisfactory, or it can put in the hands of the chair or any other committee member the discretion of overseeing that desired changes in the prospectus and its procedures have been made.

The form indicating the student has met the above requirements is attached. Once endorsed by the Area Chair, it will be sent over to the Student Academic Affairs Chair by the Area Chair at least one semester before the thesis oral defense is held.

Once the dissertation committee meets and approves of the prospectus (with any modifications requested), the student can feel that the agreed upon document represents a statement of both the necessary and sufficient elements of an acceptable dissertation. Although minor changes can be approved by the chair in consultation with the candidate, committee members should refrain from making major changes that greatly expand the scope of the project. If a member of the committee or the candidate feels that major changes are needed, particularly when procedures and findings have not followed their expected course, that person would be responsible for scheduling a meeting of the entire committee to approve such changes.

Once the dissertation prospectus approval form is validated by the dissertation committee, and endorsed by the Area Chair, the graduate chair can then send the Nomination of Dissertation Committee Form to Rackham for graduate school approval.

PSYCHOLOGY STUDENT ACADEMIC AFFAIRS OFFICE

APPROVAL OF DISSERTATION PROSPECTUS

Please see the Requirement, Policies and Procedures Manual for regulations concerning the appointment of the dissertation committee. This form must be on file in the Psychology Student Academic Affairs Office in order to apply for a Rackham One-Term Dissertation Fellowship. This form must be returned to the Psychology Student Academic Affairs Office, 1343 East Hall 1043. A Rackham Dissertation Committee form will then be prepared, signed by the Student Academic Affairs Chair and forwarded to Rackham several weeks before the Format Check and Final Orals are scheduled.

Student's Name _____ ID# _____

Home Address _____
_____ Phone # _____

Date of Prospectus Meeting _____

Having met at a dissertation prospectus meeting, the undersigned committee members approve of the dissertation prospectus (any modifications required are noted below).

	Signature	Name (Please print)	Rank	Department
Chair	_____	_____	_____	_____
Co/Chair	_____	_____	_____	_____
Cognate Member	_____	_____	_____	_____
Other Member(s)	_____	_____	_____	_____

Modifications needed: (use back of form if necessary)

I corroborate that the required modifications to the prospectus have been made.

Thesis Chair's Signature Date

Endorsement by Area Chair

Area Chair's Signature Date