

Dissertation Proposal/Comprehensive Examination Checklist

	<p>Students admitted to a graduate diploma, master's degree program or doctoral degree program must maintain continuous registration, including payment of applicable fees, in every fall, winter and summer term up to and including the term in which all requirements for their program of study are successfully completed. Familiarize yourself with the process and purpose of the Dissertation Proposal/Comprehensive Exam</p>
	<p>In discussions with your Supervisor, agree upon the membership of your <i>Supervisory Committee</i>. A dissertation supervisory committee will consist of a minimum of three members from the Faculty of Graduate Studies, at least two of whom must be members of the Graduate Program in Education. Submit Supervisor & Supervisory Committee Approval Form to the Graduate Program in Education (113 Winters College) for approval no later than the end of the sixth term of study (F/T) or the ninth term of study (P/T). (End of second term of PhD III).</p>
	<p>Begin work with your Supervisor on your Dissertation Proposal/Comprehensive. Be sure to consult guidelines of the Graduate Program in Education about Dissertation Proposals as well as <i>Faculty of Graduate Studies Guidelines for the Preparation and Examination of Theses and Dissertations</i>.</p>
	<p>Meetings with Supervisor should normally be held once a month.</p>
	<p>Meet with members of your Supervisory Committee to discuss the proposal & meet once a year.</p>
	<p>Once all your Committee members have signed off that you may proceed to the Oral Examination, submit the request for Dissertation Proposal/Comprehensive Oral Examination form to the Graduate Program in Education.</p>
	<p>The Chair of the Proposal Examining Committee forwards the <i>Dissertation Proposal/Comprehensive Examination Report</i> to the Graduate Program in Education immediately after the oral examination</p>
	<p>The Graduate Program in Education provides a copy of the Examination report to the student.</p>
	<p>The student submits a copy of the Dissertation Proposal (plus the appropriate cover page and forms for ethics if using human participants) to the Graduate Program in Education within two weeks following the exam. See FGS website for the appropriate forms to accompany the proposal.</p>

[A copy of the PhD Dissertation Proposal forms can be found here](#)