**Department of Computer Science**

**Doctoral Program**

**Procedures for Proposal**

**Steps Date Accomplished**

1. Make sure that you filled your Program of Study and submitted

It to Director Of Doctoral Program and Graduate School. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Select your dissertation Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Fill the form to nominate the members of the

Dissertation Advisory Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Fill the form for approving the research proposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Submit research with preliminary results to a

conference for publication. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Submit first draft of proposal to Dissertation Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Submit revised proposal to other members of the Doctoral

Advisory Committee to discuss the proposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Schedule the Proposal date, use the form to have all members

In the committee approve the date. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Schedule a Pre-Proposal during the Department Seminar Series,

make sure to announce it to all faculty and students, post flyers

at least a week before the Pre-Proposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Announce the Proposal to the department at least two weeks

before the proposal, through email to faculty and students, and

flyers. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. During the proposal, the committee members will fill an

evaluation form, evaluating the student’s proposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Student meets with Chair and committee members to discuss

The proposal and check if there are any required changes. \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Student follows the committee’s recommendation and submits

the final proposal to the Chair and committee member for approval \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Student submits 3 binded copies of the proposal, IRB form, and

Letter of support from advisor to the Graduate School. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Student should receive an approval for the IRB and proposal within

a month from the Graduate School. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**

**Dissertation Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_**

**Director of Doctoral Program Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_**

**Note:**

* ***Failure to follow any of the above steps may lead to cancellation of the proposal or rescheduling of the proposal***.
* ***A copy of all forms MUST be submitted to the Director of the Doctoral Program***

*Last Revised November 2014*