

The City University of New York
Graduate Center
Educational Psychology Ph.D. Program

Dissertation Topic Proposal Form

INSTRUCTIONS:**Student:**

- **Step 1.** Save this blank form to your desktop. **Step 2.** After saving the file, locate the saved form on your desktop and open it. **Step 3.** Use this template to enter information about your topic proposal. **Step 4.** When all of the required information has been entered, you may save the form and send it to your dissertation chair for their approval.
DEADLINE: Please submit this form to your advisor by the 25th of each month. The Educational Psychology Faculty Executive Committee will give a final vote and the APO will inform the student and the dissertation chair of the results.

Advisor:

- **Step 1.** Save the completed form to your desktop. **Step 2.** Approval requires your digital or written signature. To sign digitally, click on the "Dissertation Chairperson's Signature" box. Follow the prompts and "Save As" the form to your desktop with a different name. **Step 3.** Send the signed form via email attachment to the APO to be included in the next Executive Committee meeting.

First Name:**Last Name:****Specialization:**

LDI

Quant / Policy

Today's Date:**TITLE OF TOPIC PROPOSAL:**

COMMITTEE*

Please list the name, title, and affiliation of each committee member. See the reverse for information about the dissertation composition.

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

(Optional)

Required: Have all committee members agreed to be on the dissertation committee?

Yes

No

IRB

Please choose one:

I have already received IRB approval on

I have submitted my proposal for IRB approval on

My research does not require IRB approval (**briefly explain below**)

Additional Details

TOPIC PROPOSAL

Enter a 500 words (maximum) topic proposal which includes a project description, summary of research aims, research questions, and implications. Additionally, specify anticipated data sources.

WORKS CITED (5 MAX):

Approval by Dissertation Chairperson:

Dissertation Chairperson's Signature

Today's Date

***DISSERTATION COMMITTEE COMPOSITION**

The first step is to develop the dissertation topic in consultation with an Educational Psychology faculty member who will serve as the chair of the Dissertation Committee. This Dissertation Committee will have three members: the chair, and two other faculty, at least one of whom must be a member of the Educational Psychology Program.

Following is a detailed description of the rules governing the composition of the Dissertation Committee as well as the final examination committee for the Defense of the dissertation.

- (1) The dissertation committee must consist of 3 members.
- (2) The chair of the committee must be a member of the GC Educational Psychology doctoral faculty, or, if a student chooses to have a chair from outside the program, then the dissertation must be co-chaired by a faculty member from GC Educational Psychology.
- (3) At least one of the remaining two committee members must also be a member of the GC Educational Psychology doctoral faculty.
- (4) For the final dissertation defense, the committee is enlarged by adding two "outside readers". Note that the use of outside readers is our requirement but is not a Graduate School requirement. Further note that we only require that the outside readers be "qualified scholars" who were not members of the original committee. For example, the outside reader need not have a doctoral degree. Outside readers are chosen by the student's dissertation chair and must be approved by the Executive Officer.
- (5) The Graduate School requires that a minimum of 3 of the members of the final dissertation defense committee be members of the GC Educational Psychology doctoral faculty.

The completed topic description and the proposed committee members are then submitted to the APO by the 25th of each month. The APO will then forward it to the Executive Committee for approval.

FOR EXECUTIVE COMMITTEE USE

The Executive Committee has voted to approve to not approve this topic proposal on:

The following recommendations have been made: