Dissertation procedures and time line.

1. Prospectus. The prospectus must be approved by the Reading Committee by the second quarter following the Comprehensive Exam (e.g. not later than the beginning of fall quarter following a winter quarter exam). The prospectus draft should be submitted at least three weeks before approval. Following submission, the reading committee should meet with the candidate to discuss the prospectus and the plans for dissertation writing. Committee members on leave or away from Seattle can participate remotely or can comment and approve the prospectus by email. At this meeting the committee members should discuss the procedure by which the reading committee members will read the student’s work. While the dissertation supervisor has a primary role, the entire supervisory committee has a collective responsibility for supervising and advising the graduate student. The student has the right to consult all members of the committee at any time; the committee members have a corresponding responsibility to consult among themselves to minimize the possibility that discrepant messages--especially about procedural matters--might be conveyed to the student. Failure to complete the prospectus on time will be considered unsatisfactory progress.

2. Following approval of the prospectus, the candidate should meet with the supervisor(s) at least once each quarter. The supervisor(s) should report dissertation progress quarterly on the form provided by the department.

3. The complete dissertation including recommended revisions, should be submitted to the entire committee at least three weeks prior to the defense, or earlier if so requested by the supervisor(s) and the committee.