



RICE

Department of English

Dissertation Prospectus & Chapter Review Form

As part of their degree requirements, Department of English graduate students will prepare a brief dissertation prospectus of 5-10 pages (1250-1500 words, excluding bibliography and footnotes) as well as a first chapter in the Fall semester of their fourth year. The prospectus should also include a one-page bibliography. In preparation, and for more detailed information, students and committee members should review the Dissertation Prospectus section of the Graduate Handbook: <https://english.rice.edu/graduate/current-students/graduate-handbook>.

Review and Approval Steps -

FOR STUDENTS WHO MATRICULATED PRIOR TO FALL 2018:

- 1) **By the end of the first week of Fall semester of Year 4**, student submits the dissertation prospectus draft to his/her thesis committee.
- 2) **During Fall semester**, student continues to work on dissertation prospectus and satisfactory draft of a dissertation chapter, under the guidance of the thesis committee.
- 3) **By the end of Fall Semester of Year 4 (last day of final exams)**, student submits dissertation prospectus to Graduate Program Administrator by email, along with Parts I and II of the Dissertation Prospectus & Chapter Review Form, indicating thesis committee's approval of the prospectus and chapter draft.
- 4) The Graduate Committee will review the dissertation prospectus by the end of January of the Spring semester and either approve or request additional revisions from the student. All revisions must be submitted to the Director of Graduate Studies by the date requested by the Graduate Committee.

FOR STUDENTS WHO MATRICULATED FALL 2018 OR LATER:

- 1) **By the end of the first week of Fall semester of Year 4**, student submits prospectus draft to his/her thesis committee.
- 2) **By October 1 of Year 4**, student submits prospectus to Graduate Program Administrator by email, along with Part I of the Dissertation Prospectus and Chapter Review Form, indicating thesis committee's approval of the prospectus.
- 3) **During Fall semester**, student continues to work on satisfactory draft of a dissertation chapter, under the guidance of the thesis committee, while the Graduate Committee reviews dissertation prospectus and either approves or requests additional revisions from the student. All revisions must be submitted to the Graduate Committee no later than February 1 of Spring Semester of Year 4.
- 4) **By last day of classes of Fall Semester of Year 4**, student submits Part II of Dissertation Prospectus and Chapter Review Form to Graduate Program Administrator by email, indicating thesis committee's approval of the dissertation chapter.

Candidacy is achieved when the prospectus is approved by the Graduate Committee, all other candidacy requirements are satisfied, and appropriate forms are filed with the Office of Graduate & Postdoctoral Studies.

Questions? Please contact Dina Galley, Graduate Program Administrator, at dbg2@rice.edu.



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Dissertation Prospectus & Chapter Review Form, cont.

Student Name: _____

Dissertation Prospectus Title: _____

Committee Director: _____ Second Reader: _____

Part I: Dissertation Prospectus

Student Name: _____

Dissertation Prospectus Title: _____

Committee Director: _____ Second Reader: _____

Dissertation Committee Review

I have read and approved the dissertation prospectus submitted by the above-named student.

Committee Director Approval: _____ Date: _____

Second Reader Approval: _____ Date: _____

Graduate Committee Review

The Graduate committee has read and approved the dissertation prospectus submitted by the above-named student.

Director of Graduate Studies Approval: _____ Date: _____

Part II: Dissertation Chapter

Dissertation Committee Review

I have read and approved the dissertation chapter submitted by the above-named student.

Committee Director Approval: _____ Date: _____

Second Reader Approval: _____ Date: _____