

Dissertation Proposal Meeting

Memo of Agreement about

Date of Memo:

- I. On _____, _____ met with their committee for the purpose of approving the dissertation proposal. It was determined that:

No substantial changes were immediately required, and the proposal was approved.

The following changes are required for successful completion of the proposal before the student begins their dissertation (see page 2 for examples):

II. If changes are needed, the changes need to be reviewed by (select one):

No changes are needed; no review necessary

The committee Chair only

The committee Chair and

The committee Chair and all committee members

The committee Chair and all committee members during another proposal meeting

The signatures below represent agreement regarding the outcome of the meeting, as indicated in Section I above:

A copy of the completed memo is to be sent to:

- *Each committee member*
- *The student*
- *The PhD Program Administrator (mary-kosobucki@uiowa.edu) for placement in the student's folder*

Below is an example of the kind of modifications the committee may suggest. This is not a comprehensive list.

1. Redo Specific Aims and include a table explaining the aims, variables, and analysis proposed.
2. Add a section that talks about the relationship of XXX to XXX.
3. Elaborate further on the XXX.
4. Put together a table that includes the conceptual definitions.
5. Put together a table with justification for potential demographic variables to be included in the analysis.