



DALLAS INTERNATIONAL UNIVERSITY

Thesis Proposal

*NOTE: If you intend to write a thesis, you must first submit a **Petition to Write a Thesis** form to your Department Chair to obtain permission to do so before submitting this form. The petition requires submission of a technical writing sample to your potential thesis committee members so they are convinced that you are capable of academic writing at the Master's level.*

This thesis proposal form must be approved by all members of your committee before you register for thesis credits. It would be to your benefit to obtain approval early as a guide in your studies and research. Research involving people as the subject(s) or source(s) of your research will necessitate approval from the *Human Subjects Research Committee* before research commences. This approval should be obtained at the same time as this thesis proposal.

Student Last or Family Name

First or given name

Middle or other name or Initial

Student ID number

Majoring in _____ with a concentration in _____

Tentative thesis title:

Check here if you have obtained a current copy of the **2219 DIU Guide for Preparing Theses.pdf** – available for download on this webpage: <https://diu.edu/academics/academic-forms/>

Note that student thesis bibliographic references should follow the Chicago Manual of Style.

We, the undersigned members of the DIU faculty, approve the above-mentioned Thesis Proposal.

Committee Chair signature _____

Committee Member or Co-Chair _____

Committee Member signature _____

Committee Member signature _____

Human Subjects Research Committee Approval

The Human Subjects Research Committee has approved the proposed research methodology as presented in the above-mentioned Thesis Proposal.

Committee Chair signature _____

It is the responsibility of the student to ensure that his or her research does not violate the standards of the federal policy on human subjects research. This action by the Human Subjects Research Committee is based solely on information presented to it by the student in the above-mentioned Thesis Proposal and is advisory only, as a service to the student researcher.

Notes to the Thesis Student and Committee Members: For the following discussion on thesis-related deadlines, there are only three terms: Fall, Spring, and Summer. (*May-Extended term is considered part of the Summer term for thesis-related deadlines.*)

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Regarding Thesis Defenses: All **thesis defenses** must occur at least one week before the end of a term. (*Note: The last exam day is the end of a term.*) This is the **Thesis Defense Deadline**. No defenses are allowed during the final week of study and exam days.

Regarding Final Thesis Submissions: But also realize that you are required to submit final copies of your thesis, have them pass the mechanical check, and be submitted to the library at least six working days before the end of the term in order to have your degree awarded that term. This is the **Final Submission Deadline**, and it happens before the **Thesis Defense Deadline**. So if you do not defend at least a couple of weeks *prior* to the **Final Submission Deadline**, chances are very high that you will not complete all of your degree requirements needed to have your degree awarded during the term you defend. After the **Final Submission Deadline**, the earliest a student can have their degree awarded will be the end of the following term. E.g., If a student fails to meet the Spring term Final Submission Deadline, the earliest they can have their degree awarded is the end of the Summer term.

Regarding this Thesis Proposal form and Thesis Credits: Once this **Thesis Proposal form** is approved and on file with the Registrar, the student may enroll in **Thesis Credits**. – So after this form is approved by your department chair, email it to academic_affairs@diu.edu (*which will submit it to the Registrar*) before registration ends for the next term. Once a thesis student starts registering for thesis credits, they must maintain continuous enrollment taking thesis credits every Fall and Spring term until they successfully defend. If you submit this form and intend to go overseas to do fieldwork, you should not yet enroll in thesis credits, but should submit a **3131-13 Leave of Absence Form.pdf**. Once you start taking thesis credits, you are required to maintain continuous enrollment in thesis credits every Fall and Spring term until you defend. This is to encourage diligence and to compensate DIU for access to committee members and library resources. E.g., a student who misses the Fall term Thesis Defense Deadline and defends in January will have to pay for an additional thesis credit in the Spring term. If a student misses the Spring term Thesis Defense Deadline and their defense is at least one week before the end of the Summer term, they are *not* required to pay for a thesis credit for the Summer term. But if they miss the Summer term Thesis Defense Deadline, they must pay for a thesis credit in the Fall term. Note that there is no requirement that a thesis committee must grant you a Summer term defense date, so there is no guarantee that you can defend in the Summer – one or more of your committee members could be unavailable.

Thesis Target Dates: Therefore, plan to defend your thesis *and* submit your final thesis copies *well before* the Final Submission Deadline of the term you want to have your degree awarded, or it could delay your degree another term and cost you money. (*If you **do** meet the Thesis Defense Deadline in a term, you will no longer be charged thesis credits. But if you have not met the Final Submission Deadline, the awarding of your degree will be delayed a term.*) So set your target dates earlier than you think is necessary to allow for unexpected delays. (*e.g. It takes longer than expected to satisfy your committee that your thesis is ready for your defense. Or, you are required to do significant revisions after your defense. Or, your final copies fail the mechanical check and need to be partially or entirely reprinted. It is safest to plan now to defend a month in advance of the Final Submission Deadline.*) And be aware that the Dean is unlikely to approve a petition to extend any thesis-related deadline without compelling reasons.

The signature of the appropriate Department Chair is required for final approval.

Email this completed form to academic_affairs@diu.edu, which will submit it to the Registrar.

Department Chair Signature _____