



The Graduate School

SIMPLE INSTRUCTIONS FOR THESIS/DISSERTATION PROPOSAL FORMS REQUIRED BY THE GRADUATE SCHOOL

Step #1 - Thesis/Dissertation Committee Recommendation form

- The first step in the thesis/dissertation process is forming a committee. When you are ready to begin, you should consult both your program's guidelines, and the Graduate School guidelines.
- Once your committee is formed, complete the Committee Recommendation Form in the Graduate Student Progress System (<https://gsps.luc.edu>). Your committee will be approved electronically by the Director, GPD, and the Graduate School.
- You will receive an email if your committee is formally approved by the Graduate School.

NOTE: This form is the first of three that you should submit to the Graduate School.

Step #2 – Ballot for the Approval of a Thesis/Dissertation Proposal

- The second step in the thesis/dissertation process is the writing of the proposal. This proposal must be submitted to your committee for review and defended by you.
 - Once defended, you will create the form, with an abstract, in the Graduate Student Progress System (<https://gsps.luc.edu>). It will then be approved by your entire committee, the GPD, and the Graduate School. An email will be sent once officially approved.
 - If you are submitting your proposal to the Institutional Review Board (IRB), you must have approval or exemption *before* the Graduate School approves your proposal. You do not need to submit proof, Graduate School will confirm.
 - For Doctoral Students Only - Once doctoral students have submitted all dissertation proposal materials, the Graduate School will conduct a doctoral candidacy review. This means that the Dean's office will check that all of your degree requirements, other than the dissertation itself, have been met.
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Step #3 – Ballot for Text and Oral Defense form

- Upon completion of your thesis/dissertation, you will be required to defend your research. Once you have done so, you will need to complete this form, acquire all committee, director, and GPD signatures. Your GPD is then responsible for uploading this form into the Graduate Student Progress System (<https://gsps.luc.edu>).

NOTE: For Master's Students, check with your program to see if a formal defense is a requirement.