

## 2011-2012 CRITICAL DATES

### Qualifying Paper Process, Selection of TRAC, Preparing and Defending Dissertation Proposal

**NOTE: Required Summer Scientific Writing Seminars: July 12, 19 and 26 10-12am plus library time**

#### QP Research Question Approval

Friday, Aug 19 [Qualifying Paper Research Question](#) form and preliminary lit search output & [Thesis Mentor and Departmental Financial Agreement](#) due

#### TRAC Selection & QP Outline Approval

Friday, Sep 9 [Mentorship/Graduate Assistant Agreement](#) for Fall 10 semester due

Friday, Sep 16 With Mentor, finalize three additional faculty members for Thesis Research Advisory Committee (TRAC); [TRAC Selection](#) form due AND Qualifying Paper Outline due to TRAC and CPHR

Friday, Sep 23 TRAC votes on outline; [Qualifying Paper Outline Approval](#) form due

#### **IF not approved:**

Friday, Sept. 30 Revised outline resubmitted to TRAC and CPHR

Friday, Oct 7 2<sup>nd</sup> TRAC vote of outline (2<sup>nd</sup> [Qualifying Paper Outline Approval](#) form due).

**IF revisions are not approved**, student will be referred to Academic Standards and Policies Committee for academic discipline

#### Qualifying Paper Outcome

Monday, Nov. 28 Qualifying paper submitted to Mentor

Monday, Dec 5 Qualifying paper submitted to TRAC and CPHR

Friday, Dec 16 TRAC votes on qualifying paper, [Qualifying Paper Outcome](#) form due

#### **IF approved:**

Student begins work on dissertation proposal, schedules oral presentation of qualifying paper to GSBS community sometime in Jan; mentor picks up student stipend Jan 20, 2011

#### **IF not approved:**

Friday, Jan 6 Revised qualifying paper resubmitted to TRAC and CPHR

Friday, Jan 13 TRAC votes on revised paper (2<sup>nd</sup> [Qualifying Paper Outcome](#) form due)

**IF revisions are approved:** Student begins work on dissertation proposal, schedules oral presentation of qualifying paper to GSBS community between March and May; mentor picks up student stipend Jan 20, 2011

**IF revisions are not approved:** Student will be referred to Academic Standards and Policies Committee and may be dismissed from program.

**Institutional stipend support will end on Jan 20, 2011.**

## Completion of Qualifying Paper Process

- Monday, Jan 2 Work on dissertation proposal begins; finalize qualifying paper with mentor for journal submission by March; oral presentation scheduled between February and May.
- Friday, Jan 6 [Faculty Evaluation of Graduate Research Assistant Performance](#) form for Fall 08 Semester & [Mentorship/Graduate Assistant Agreement](#) form for Spring 11 Semester due
- Monday, Feb 27 Evidence of submission of qualifying paper to journal due (unless an extension has been granted by the Associate Dean)

## Dissertation Proposal Defense

- Friday, May 4 [Faculty Evaluation of Graduate Research Assistant Performance](#) form for Spring 11 Semester & [Mentorship/Graduate Assistant Agreement](#) form for Summer 11 due
- Monday, Jun 4 Dissertation proposal submitted to TRAC for review; TRAC has up to three weeks to review and respond
- Jun 25 – Jul 20 Student revises and finalizes proposal; when TRAC agrees that student is ready to defend their proposal, the TRAC Chair informs CPHR; [Approval for Dissertation Proposal Defense](#) form due.
- Once approved to defend, student contacts TRAC members to determine best date and time and then contacts CPHR to coordinate room reservation and notices sent to UMass community. (Defense must be scheduled between Jul 6 and Aug 7 and be no less than two weeks from the time CPHR is contacted.)
- Jul 9 – Aug 10 Student presents oral defense to TRAC and UMass community; TRAC votes on proposal, [Dissertation Proposal Outcome](#) form and copy of proposal due to CPHR

**IF approved:** If minor revisions are required, a memo from the TRAC to the student detailing the revisions must be sent within one week of the defense, student response to revisions must be received within one week of TRAC memo, both documents must be filed with CPHR within two weeks (no later than Aug 17)

**IF not approved:** If major revisions are required, a memo from the TRAC to the student detailing the revisions must be sent within one week of the defense.

Friday, Aug 24 Student must submit revised proposal to TRAC within three weeks (no later than Aug 24), both documents must be filed with CPHR

Friday, Sep 7 Student defends revised proposal to complete TRAC (no later than Sep 7); TRAC votes on revised proposal; 2<sup>nd</sup> [Dissertation Proposal Outcome](#) form due

**IF revisions are approved:** If minor revisions are required, a memo from the TRAC to the student listing the revisions must be sent within one week, student response to revisions must be received within one week of memo, both documents must be filed with CPHR within two weeks (no later than Sep 21)

**IF revisions are not approved:** If student still does not have an approved proposal, or the TRAC does not agree on approval, referral to Academic Standards and Policies Committee for review and possible suspension or dismissal from program

– WORK ON DISSERTATION BEGINS AFTER FINAL PROPOSAL APPROVAL –

NOTE: Details on paper requirements and defense process can be found in the [Student Handbook](#)