## **Wheaton Graduate School Thesis Proposal Process**

- 1. First and second readers approve the thesis proposal.
  - Student drafts research proposal in consultation with professor.
  - First and second readers are selected in consultation with professor.
  - Student meets with first and second readers to guide the expansion of the proposal.
- 2. If both first and second readers are faculty in the student's MA program, the proposal must also be approved by an external consultant (in most cases, a Wheaton faculty member from outside of the MA program faculty). The role of the external consultant is completed once the proposal has been approved by the first and second reader.
- 3. The proposal requires approval by a unanimous vote of MA graduate program faculty (or those authorized to vote in the department; each department will establish who is eligible to vote).
- 4. IRB approval is applied for when appropriate.
- 5. A letter of approval is submitted to MAAC, with signatures from first reader, department chair and external consultant. If relevant, IRB approval will also be reported to the MAAC.