

For Students Not Using Human Participants in their Research

Proposal Stage

1. Student submits their dissertation proposal draft to their dissertation Chair, along with a copy of the **Proposal Approval Form**.
2. Once Chair is close to approving student's proposal, student submits dissertation proposal draft to committee Internal Reader and External Reader, along with a copy of the Proposal Approval form.
3. Chair signs Proposal Approval Form.
4. Committee Internal Reader and External Reader sign and send Proposal Approval Form to dissertation Chair.
5. Chair sends all three Proposal Approval Forms to Dissertation Office.
6. Student submits **Intellectual Property and Copyright Infringement Form** to Dissertation Office.

Research without Human Participants Form Stage

7. Student signs **Research without Human Participants Form**.
8. Students sends Research without Human Participants Form and dissertation proposal to committee Chair.
9. Chair sends Research without Human Participants Form to Dissertation Office.

Proposal Approval Stage

23. Dissertation Office confirms all forms were submitted to Dissertation Office (Proposal Approval forms [3x], Intellectual Property Form, & Research without Human Participants Form).
24. Dissertation Office grants Proposal Approval by sending Student, Chair, RC, Financial Aid, and Registration the Proposal Approval date.
 - a. Proposal Approval date will be date noted on the Research without Human Participants Form.