

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.