

Students who have not completed the proposal after two semesters may petition the Program Chair to enroll for an additional semester. The petition must include a plan and timeline for completion signed by both the student and the Dissertation Committee Chair. *A student who does not have a completed and approved proposal by the end of the additional semester may be placed on probation or dismissed from the program.*

Committee formation may begin once the abstract and introduction of the proposal is approved by the chair. The committee members may be consulted for input on the development of the second draft of the dissertation proposal. When the Chair, in consultation with the second and third committee members, ascertains that the committee is ready to approve the proposal, a proposal review committee meeting will be convened.

Once the committee has approved the proposal and any revisions, it is sent to the Program Chair for approval. Once the Program Chair approves the proposal, it goes to the Registrar's office and from there to the office of the Academic Dean and Vice President for a final approval/review.

Some dissertation proposals also require approval by the CIIS Human Research Review Committee (HRRC). For more information regarding the Human Research Review Committee (HRRC) application requirements, or for the forms and/or process for Advancement to Candidacy, Dissertation Research and Writing, Technical Review (paid for by the student), Dissertation Defense, time limits, and Graduation policies, please see the SCT Dissertation Guidelines; and the CIIS Academic Catalog on my.ciis.edu>Academics> Academic and Administrative Policies. The packet of forms the proposal and dissertation process are found at https://my.ciis.edu/ICS/Registration/Registrar_Office_Forms.jnz under PhD Student Forms.

Dissertation Proposal Structure

A Women's Spirituality dissertation proposal is to contain the following elements:

1. Title Page
 - A. Title and subtitle
 - B. Student name, address, phone, email
 - C. Committee members' names and academic affiliations
 - D. California Institute of Integral Studies address
 - E. Date
2. Abstract (350 words maximum, which is a UMI requirement)
3. Table of Contents of the Proposal
4. Introduction
 - A. presentation of the subject and thesis statement, the main inquiry question(s), and objective of the study.
 - B. brief overview of the topic's theoretical and historical context, establishing *why* this is a compelling, interesting topic to pursue
 - C. the researcher's standpoint and personal connection to the topic
 - D. definition of key terms
 - E. scope of the study
 - F. limits of the study
5. Significance of the Study: academic, social, spiritual, and personal
6. Literature Review. The literature review surveys scholarly texts that provide the foundation for the student's original dissertation research. It must:
 - focus on at least two academic fields or subfields, the first of which is related to women's spirituality, women studies, or gender studies.
 - provide a theoretical and historical context for the proposed study
 - demonstrate critical engagement with both canonical and current relevant literature in the field
 - explain the gap in the literature and how the proposed study will address this gap
7. Methodology Chapter a statement of the research methodology(ies) you will use (theoretical, qualitative, and/or quantitative) to explore the subject; this might entail a combination of methods; this tailored methodology could draw from academic research methods that are appropriate to conceptual or theoretical subjects (e.g., feminist standpoint, feminist

hermeneutics, narrative research, organic research, field research) and *might* be combined with well-designed methods in qualitative research (or, far less frequently, with methods of quantitative research). (Note: If you will be conducting interviews, be sure to elaborate a careful Research Design that will meet the requirements of CIIS's HRRC.)

8. Annotated Table of Contents A Table of Contents with a brief summary of each chapter that will be in the proposed dissertation
9. Footnotes (not endnotes; or in-text citations; using Chicago Style)
10. Research Bibliography
The most significant works that will be used, arranged according to topical headings identified in the Literature Review
11. A Proposed Timeline for Completion-
Using the Proposal Timeline and Paperwork Checklist, (see page 34) plan due dates for:
 - A. conducting research and writing the dissertation
 - B. circulating successive drafts to your Chair
 - C. revising and re-circulating a complete first draft to the rest of the committee
 - D. the application for graduation
 - E. the Technical Review Editing process of the second complete draft, revised with input from committee members (to be completed prior to the defense)
 - F. the oral defense
 - G. Approval by committee; further revisions may be needed)
 - H. review by program chair and by director of the Writing Center
 - I. meeting Institute dates for graduation
 - J. include the probable semester of graduation(Note: be sure to allow sufficient time (4 weeks) for circulating your drafts to your committee, especially the final draft, plus additional time for any revisions.)
12. Student's self-evaluation of proposal, using the SCT Proposal Assessment Rubric (see below).

SCT Dissertation Proposal Rubric of Scholarly Expectations

The School of Consciousness and Transformation supports and encourages a broad vision of scholarship, including the knowledge of existing research methodologies and/or the creative development of new ones. We frame our scholarly expectations within an integral view of education that strives to embody spirit, intellect and wisdom in service to individuals, communities and the Earth.

We value excellence in scholarship. A thesis or dissertation proposal should demonstrate that the candidate has both a broad and deep knowledge of the student's field of study; furthermore, the student should be able to state their thesis clearly and conduct a well-defined and meaningful study. The thesis or dissertation should make an original contribution to the student's area of scholarship.

We recognize that students undertaking a thesis or dissertation that utilizes integral perspectives may face creative tensions pertaining to the relative importance of varying notions: e.g., innovation and tradition; subjectivity and objectivity; creativity and rigor; disciplinary focus and interdisciplinary connectivity; intuitive insight and rational discourse; social transformation and knowledge for knowledge's sake. We encourage students to reflect openly and cogently on these challenges as they emerge in their own work: philosophically, theoretically, methodologically and self-reflectively.

Attentive to the broader contexts that inform research at CIIS, the rubric is designed to serve as a guide and a learning tool for students. The rubric helps students and faculty assess the quality of thesis or dissertation proposals, during proposal writing or at the point of completion. You can download this rubric by going to MyCIIS/Academics/Women's Spirituality/General Information: https://my.ciis.edu/ICS/icsfs/Thesis-Dissertation_Proposal_Assessment.pdf?target=c88d2be3-1ee7-40d0-8cfc-2ddd7e0aae53