

[FName LName]
Doctoral Candidate
History of Consciousness
University of California
Santa Cruz, CA 95064
[Email]

Dear Graduate Division:

I am writing to inform you of my plan for the completion of the Ph.D. program in [track] at UCSC. I will graduate in [quarter, year], completing my dissertation after [x] years in the M.A./Ph.D. program.

[Brief discussion of contributions to the university and academic excellence, ex. fellowships and grants awarded, publications, etc.]

Please feel free to contact my advisor, [FName LName], or myself with further questions. Below you will find a quarterly plan for completion.

Best regards,

[Full Name]

Quarterly Completion Plan for the Dissertation

(I have thus far completed [x] chapter drafts)

[Quarter, Year]

Complete revisions on two peer-reviewed articles that have been accepted for publication.

Longer versions of these articles are the basis of two dissertation chapter drafts that were previously completed.

Finish drafting the introduction to the dissertation.

[Quarter, Year]

Draft chapters four and five of the dissertation.

[Quarter, Year]

Draft the conclusion. Finalize citations and bibliography. Make appropriate revisions to dissertation chapter drafts after conferring with advisor.

[Quarter, Year]

Submit dissertation to committee members for review.

Defend the dissertation.