

**I. Dates pertaining to the chair/reader/student**

Upon completion of the proposal the student and chair/reader must sign the "Application to Initiate Thesis/Dissertation" form, and establish a plan of interim guidelines in addition to the non-negotiable deadlines.

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|----|---|---------------|
| a. | First draft (totality) due to chair/reader: | 1st Mon. Nov. |
| b. | First draft returned to student:            | 2nd Mon. Dec. |
| c. | "Application to Graduate" form due:         | October 15th  |
| d. | Second draft due to chair/reader:           | 2nd Mon. Jan. |
| e. | Second draft returned to student:           | 5th Mon. Jan. |

**II. Dates pertaining to the Academic Department**

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| a. | Final draft due to chair/reader:  | 2nd Mon. Feb. |
| b. | Final draft returned to student:<br>(Reader returns to student)   | 3rd Mon. Feb. |
| c. | <b>Final draft due for format check to Karen Arvin:</b><br>(Changes may be required before you submit your final copy)  | 4th Mon. Feb. |
| d. | Final draft returned to student:<br>(Karen returns to student)  | 2nd Mon. Mar. |
| e. | Thesis/Dissertation forms due to Business Office  | 4th Mon. Mar. |
| f. | Final copy due to chair/reader for signature:<br>(Student sends to chair)   | 4th Mon. Mar. |
| g. | Thesis/Dissertation Demonstration<br>(Please schedule your demonstration prior to or on this date)<br>(Reader returns final copy to student at demonstration) | 4th Mon. Mar. |
| h. | <b>Final copy due to Karen Arvin:</b><br>(Reader sends to Karen)  | 1st Mon. Apr. |
| i. | Academic Dean's signature on approval page  | 2nd Mon. Apr. |

**GRADUATION DATE: APRIL 28, 2012**