

### **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 (in bold type below).

- |  |                        |
|--|------------------------|
| a. Application to Graduate form due:           | 3rd Monday in October  |
| b. First draft (totality) due to chair/reader: | 1st Monday in November |
| c. First draft returned to student:            | 2nd Monday in December |
| d. Second draft due:                           | 2nd Monday in January  |
| e. Second draft returned to student:           | 4th Monday in January  |

### **DATES PERTAINING TO THE ACADEMIC DEPARTMENT**

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

**GRADUATION DATE: APRIL 27, 2013**  
**APRIL 26, 2014**

**\*\* PLEASE NOTE:** *If you have not already registered and paid for the minimum number of thesis/dissertation credits as outlined by your program handbook, the Assistant Registrar will add the remaining credits to your Academic Transcript in your last semester of enrollment. Please check your program handbook for the number of credits required for graduation as well as the tuition rate and any other associated fees.*

### **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 (in bold type below).

- |  |                         |
|--|-------------------------|
| a. First draft (totality) due to chair/reader: | 4th Monday in June      |
| b. First draft returned to student:            | 4th Monday in July      |
| c. Application to Graduate form due:           | 1st Monday in September |
| d. Second draft due:                           | 1st Monday in September |
| e. Second draft returned to student:           | 4th Monday in September |

### **DATES PERTAINING TO THE ACADEMIC DEPARTMENT**

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|---|-----------------------------------|
| a. Final draft due to chair/reader:   | 1st Monday in October             |
| b. Final draft returned to student:<br>(Reader returns to student)  | 2nd Monday in October             |
| <br>c. <b>Final draft due for format check to Karen Arvin:</b><br>(Changes may be required before you submit your final copy)   | <br><b>3rd Monday in October</b>  |
| <br>d. Final draft returned to student:<br>(Karen returns to student)   | <br>1st Monday in November        |
| e. Thesis/Dissertation forms due to Business Office:  | 3rd Monday in November            |
| f. Final copy due to chair/reader for signature:<br>(Student sends to chair)  | 3rd Monday in November            |
| <br>g. <b>Final copy due to Karen Arvin:</b><br>(Reader sends to Karen)   | <br><b>4th Monday in November</b> |
| <br>h. <b>Oral Comprehensive Exam/Thesis/Dissertation presentation:</b><br>(Please schedule your demonstration prior to or on this date)<br>(Reader returns final copy to student at demonstration) | <br><b>5th Friday in November</b> |
| <br>i. Academic Dean's signature on approval page:  | <br>1st Monday in December        |

**GRADUATION DATE: DECEMBER 14, 2013  
DECEMBER 13, 2014**

**\*\* PLEASE NOTE:** *If you have not already registered and paid for the minimum number of thesis/dissertation credits as outlined by your program handbook, the Assistant Registrar will add the remaining credits to your Academic Transcript in your last semester of enrollment. Please check your program handbook for the number of credits required for graduation as well as the tuition rate and any other associated fees.*