

**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: | 4th Mon. June               |
| b. | First draft returned to student:            | 4th Mon. July               |
| c. | "Application to Graduate" form due:         | check with Student Services |
| d. | Second draft due to chair/reader:           | 4th Mon. Aug.               |
| e. | Second draft returned to student:           | 3rd Mon. Sept.              |

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

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|----|---|----------------|
| a. | Final draft due to chair/reader:  | 4th Mon. Sept. |
| b. | Final draft returned to student:<br>(Reader returns to student)<br>(D.Int.St. Dissertation Hearing takes place before moving<br>to next step, instead of Demonstration later in list) | 1st Mon. Oct.  |
| c. | <b>Final draft due for format check to Karen Arvin:</b><br>(Changes may be required before you submit your final copy)  | 2nd Mon. Oct.  |
| d. | Final draft returned to student:<br>(Karen returns to student)  | 4th Mon. Oct.  |
| e. | Thesis/Dissertation Processing, TREN and RIM forms<br>due back to Karen Arvin   | 2nd Mon. Nov.  |
| f. | Final copy due to Director/Assistant Director/Admin Assistant<br>for signature (Student sends to one of above)  | 2nd Mon. Nov.  |
| g. | Thesis/Dissertation Demonstration<br>(Please schedule your demonstration prior to or on this date)<br>(Reader returns final copy to student at demonstration)                         | 2nd Mon. Nov.  |
| h. | <b>Final copy due to Karen Arvin:</b><br>(Student sends PDF to Karen and Bindery)   | 3rd Mon. Nov.  |
| i. | Academic Dean's signature on approval page  | 4th Mon. Nov.  |