### 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.

- **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
- **e.** Second draft returned to student: 3rd Mon. Sept.

### II. Dates pertaining to the Academic Department

- **a.** Final draft due to chair/reader: 4th Mon. Sept.
- **b.** Final draft returned to student: 1st Mon. Oct.
  
  (D.Int.St. Dissertation Hearing takes place before moving to next step, instead of Demonstration later in list)

- **c.** **Final draft due for format check to Karen Arvin:**
  
  (Changes may be required before you submit your final copy) 2nd Mon. Oct.

- **d.** Final draft returned to student: 4th Mon. Oct.


- **f.** Final copy due to Director/Assistant Director/Admin Assistant for signature (Student sends to one of above) 2nd Mon. Nov.

- **g.** Thesis/Dissertation Demonstration
  
  (Please schedule your demonstration prior to or on this date) 2nd Mon. Nov.

  (Reader returns final copy to student at demonstration)

- **h.** **Final copy due to Karen Arvin:**
  
  (Student sends PDF to Karen and Bindery) 3rd Mon. Nov.

- **i.** Academic Dean’s signature on approval page 4th Mon. Nov.