

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: | 2nd Mon. Nov. |
| b. | First draft returned to student: | 3rd Mon. Dec. |
| c. | "Application to Graduate" form due: | check with Student Services |
| d. | Second draft due to chair/reader: | 2nd Mon. Jan. |
| e. | Second draft returned to student: | 1st Mon. Feb. |

II. Dates pertaining to the Academic Department

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| a. | Final draft due to chair/reader: | 3rd Mon. Feb. |
| b. | Final draft returned to student:
(Reader returns to student) | 4th Mon. Feb. |
| | (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) | 1st Mon. Mar. |
| d. | Final draft returned to student:
(Karen returns to student) | 3rd Mon. Mar. |
| e. | Thesis/Dissertation Processing, TREN and RIM forms
due back to Karen Arvin | 5th Mon. Mar. |
| f. | Final copy due to Director/Assistant Director/Admin Assistant
for signature (Student sends to one of above) | 4th Mon. Mar. |
| g. | Thesis/Dissertation Demonstration
(Please schedule your demonstration prior to or on this date)
(Reader returns final copy to student at demonstration) | 4th Mon. Mar. |
| h. | Final copy due to Karen Arvin:
(Reader sends to Karen) | 1st Mon. Apr. |
| i. | Academic Dean's signature on approval page | 2nd Mon. Apr. |