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: 2nd Mon. Nov.
b. First draft returned to student: 3rd Mon. Dec.
c. “Application to Graduate” form due: check with Student Services
e. Second draft returned to student: 1st Mon. Feb.

II. Dates pertaining to the Academic Department

   (Reader returns to student)
   (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: 1st Mon. Mar.
   (Changes may be required before you submit your final copy)
d. Final draft returned to student: 3rd 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: 1st Mon. Apr.
   (Reader sends to Karen)
i. Academic Dean’s signature on approval page 2nd Mon. Apr.