THESIS COMPLETION DEADLINE Spring 2013

Thesis Approval

What follows is a recommended schedule that we hope will enable you to meet the **fixed, final – Monday, April 22, 5pm deadline** for complete, approved theses and thesis projects. You and your advisors can work together to develop your *own* timeline, provided that you still adhere to the final deadline. (*Please note that your thesis would need to be finished during Week 10-11 in order to be eligible for a nomination for the Distinguished Thesis Award.*)

Weeks 6-8	(March 4-March 22) Your Primary Thesis Advisor deems your thesis or thesis project ready for formal review by the Second Reviewer. You provide copies of the complete draft/project to both committee members. Give the Second Reviewer at least three weeks to review your work and recommend revisions.
Week 9	(March 25-March 29 ** Spring Break week**) You incorporate the Reviewer's recommended revisions, and submit a final draft of the thesis to the Primary Thesis Advisor on April 1.
Weeks 10-11	(April 1-12) Your Primary Thesis Advisor reviews your final round of revisions and indicates his or her approval or asks for further revision until final approval is given.
Week 12	(April 15-19) You produce final, copyedited, copies of all thesis texts and production materials. (Please discuss with your thesis advisor whether you should submit archive-quality printed copies in addition to a digitalfile). **At this point – and not before – your Primary Thesis Advisor and Second Reviewer will sign your thesis title page**. Both committee members' signatures must appear on the cover page for the thesis to be considered complete. ***The Department cannot collect signatures on your behalf.*** Off-site students and students working with off-campus advisors should make special arrangements to obtain the requisite signatures via email and/or fax. Please ask advisors to submit this documentation to *you* – not to the Department; you must then include the documentation with your complete proposal.
Week 13	**Monday, April 22 @ 5pm** You submit all requisite materials, described in the Thesis Handbook, to the Thesis Coordinator.