THESIS COMPLETION DEADLINE Spring 2014

Thesis Approval

What follows is a recommended schedule that we hope will enable you to meet the **fixed, final – Monday, April 21, 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.

Weeks 6-8	(March 3-March 21) 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 24-March 28 ** 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	(March 31-April 11) 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 14-18) You produce final, copyedited, archive-quality copies of all thesis texts and production materials. **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 21 @ 5pm** You submit all requisite materials, described in the Thesis Handbook, to Thesis Coordinator Carol Wilder.