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## THESIS COMPLETION DEADLINE FALL 2013

## Thesis Approval

What follows is a recommended schedule that we hope will enable you to meet the **fixed**, **final – Monday**, **November 18**, **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 (September 30-October 18) 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 (October 21-25) 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 (October 28-November 8) 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 (November 11-18) 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, November 18** @ **5pm** You submit all requisite materials,

described in the Thesis Handbook, to the Thesis Coordinator.