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THESIS PROPOSAL DEADLINE Spring 2014

Proposal Writing/Review Timeline

What follows is a recommended schedule that we hope will enable you to meet the **fixed, final April 11,**
5pm deadline for complete, approved thesis proposals. You and your advisors can work together to develop your *own* timeline, provided that you still adhere to the final deadline.

Weeks 1 -6 (January 27-March 7) Work with your thesis committee regularly to discuss revisions.

Week 7 (or earlier) (March 10-14) The Primary Advisor deems your proposal ready for review by the
Second Reviewer; you submit the proposal to the Second Reviewer for his/her comments.

Week 8 (or earlier) (March 17-21) You, your Primary Thesis Advisor, and your Second Reviewer schedule a **Thesis Proposal Review Meeting**. During that meeting, the Second Reviewer provides feedback and all present establish a plan for revision.

Skipping Spring Break, March 24-30

Week 10 (or earlier) (March 31-April 4) You make the requested revisions, and the Primary Advisor approves the complete, fully revised proposal. You collect signatures from both committee members.

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 11 (or earlier) – **April 11 @ 5pm**: The student submits the **complete, fully revised** thesis proposal
– in hard and electronic form – to the Thesis Coordinator. Please consult the Thesis Handbook for submission instructions.

Weeks 10-13: (April 1-25) Registration: Student registers for *Thesis Tutorial* (a one credit onsite/online class – please check the semester CourseGuide for schedule) for the following semester.