MA in Media Studies

THESIS COMPLETION_SUBMISSION TIMELINE

FALL 2016 and SPRING 2017

What follows is a recommended schedule that we hope will enable you to meet the fixed and final deadlines for complete, approved theses and thesis projects at the start of the 15th week of the semester.

**Note that the weeks of Thanksgiving in the Fall and Spring Break in the Spring are skipped in the 15 week count**

You and your advisors can work together to develop your own timeline, provided that you still adhere to the final deadline.

The final submission deadlines are:
Fall 2016 (F): Monday, December 12, 5pm
Spring 2017 (S): Monday, May 8, 5pm

Week 7
F: October 10-14 / S: March 6-10

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 10
F: Oct. 31- Nov. 4 / S: April 3-7

You incorporate the Reviewer’s recommended revisions, and submit a final draft of the thesis to the Primary Thesis Advisor.

Week 12
F: November 14-18 / S: April 17-21

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 14
F: December 5-9 /S: May 1-May 5

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 15
F: December 12 /S: May 8