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 2017 (F): Monday, December 11, 5pm**

**Spring 2018 (S): Monday, May 7, 5pm**

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**Week 7**

F: October 9-13 / S: March 5-9

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. 30 - Nov. 3 / S: April 2-6

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

**Week 12**

F: November 13-17 / S: April 16-20

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 4-8 / S: April 30-May 4

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 11 / S: May 7