

THESIS TIMELINE/CHECKLIST

TWO SEMESTERS PRIOR TO DEFENSE (ONE YEAR OUT)

- Meeting with advisor; declare intent to do a thesis
- With advisor, form Thesis Advisory Committee
- Student submits prospectus to advisory committee for approval and registers for thesis class
- Student submits approved prospectus to Office of Graduate Studies
- Student in consultation with advisor develops thesis
- Submit Human Subjects Protocol to University IRB (if necessary)

SEMESTER PRIOR TO DEFENSE

- Student submits draft to advisor and committee for critique

EIGHT WEEKS PRIOR TO DEFENSE

- Final draft submitted to thesis committee

FOUR WEEKS PRIOR TO DEFENSE

- With the committees' approval, student and advisor schedule the thesis defense with the Graduate Studies Office who will publicize the defense date, title, and location for the interested parties to attend.

ONE WEEK PRIOR TO DEFENSE

- Committee members must have a copy for review

AFTER DEFENSE

- Student obtains required signatures on the title page and delivers a minimum of three (3) copies to the Graduate Studies Office with a copy of the receipt from the Business Office that payment for all copies has been made.