

## Thesis/Dissertation Completion Timeline

Task	Suggested Completion Date	Notes
Complete Thesis/Dissertation Manuscript; Copies to Thesis Committee	10-12 Weeks Before Graduation	Typically requires revisions; work with Advisor & Committee
<b>Submit Manuscript to Graduate School for formatting review</b> (accompanied by a Preliminary Approval form signed by the committee chair)	<b>At least 6 Weeks Before Graduation</b>	<b>DEADLINE IS SIX WEEKS BEFORE GRADUATION. Graduate School may require format revisions</b>
Committee members will complete the <b>Pre-Oral Defense Form</b> and submit it to the committee chair indicating that the thesis/dissertation is ready to defend	At least 4 Weeks Before Graduation	The committee chair will retain the Pre-Oral Defense forms and schedule the defense
Schedule Thesis/Dissertation Defense; Chair announces Defense with 2 weeks notice	At least 4 Weeks Before Graduation	
Thesis/Dissertation Defense Committee members will complete <b>Final Evaluation Forms</b> and submit them to the committee chair for his review and signature	At least 2 weeks Before Graduation	The committee chair will ensure that all committee members' comments and corrections are incorporated into the final thesis / dissertation
Submit final thesis/dissertation to Graduate School along with the <b>Final Evaluation Forms</b> and <b>Report of Results of Final Thesis / Dissertation Exam</b> for approval by Graduate Dean	2 Weeks Before Graduation	<b>DEADLINE IS TWO WEEKS BEFORE GRADUATION;</b>
Make required format changes and re-submit to Graduate School if necessary	1-2 Weeks Before Graduation	Obtain original signatures of committee on final acid-free copy of manuscript
Submit 2 acid-free copies to the proper library and pay microfilming and copyright fees	Before Graduation	<b>Graduation requirements will not be complete until copies are submitted to the library.</b>