

## Master's Thesis Timeline

Creating a timeline to complete your master's thesis will help to keep you on track. The following are some steps to creating your timeline.

Working in reverse:

1. Choose the semester in which you wish to graduate and identify the deadline to upload your Thesis and deliver your paperwork to the Registrar's Office.
2. Count back at least 3 weeks from that deadline to plan the dates for your defense and final corrections.
3. At least three weeks prior to defense, your full committee must receive a complete copy of your draft
4. Working backwards, plan when you will deliver your chapters/thesis components to your main advisor, taking into account how long it will take them to send you comments and corrections.
5. Once you have created a tentative timeline, meet with advisor to go over it and adjust according to their schedule.

### Sample timeline

May 2017 Graduation: Deadline to complete and turn in materials is Friday May 5<sup>th</sup>, 2017\*\*

- Week of January X: *Send chapter 1 to advisor*
- February 2<sup>\*\*</sup>: *Apply for Degree*
- Week of February X: *Receive comments/corrections from advisor*
- Week of March X: *Send chapter 2 to advisor (work on corrections to chapter 1)*
- Week of March X: *Receive comments/corrections from advisor*
- Week of April X: *Send introduction and conclusion to advisor (work on corrections to chapter 2)*
- Week of April X: *Send complete draft to advisor/committee members, schedule defense (if needed)*
- Last week of April/1<sup>st</sup> week of May: *Finalize corrections, complete final paperwork*
- May 5<sup>\*\*</sup>: *Upload Thesis, turn in final paperwork to Registrar's Office*

\*\*Note that specific dates vary semester to semester, year to year. Please identify the correct dates for your planned graduation.