

DISSERTATION/THESIS/MASTER'S PROJECT PROCESS STEPS

SPRING 2025 SEMESTER TIMELINE

Prior to Semester	Establish Committee. *Complete IRB or IACUC application, if required. Schedule required pre-proposal meetings with the Committee Chair. Complete recommendations from the Committee members. Successfully defend proposal. Complete and submit Committee Approval form. *Submit IRB or IACUC application, if not already submitted. Schedule required post-proposal meetings with the Committee Chair. Collect data after IRB/IACUC approval.
Prior to Semester	Schedule oral defense of dissertation/thesis/project with Committee (tentative date).
One Month Prior to Defense	Meet with Committee for final recommendations.
Two Weeks Prior to Defense	Submit dissertation/thesis/project to all Committee members. Post notification of defense (submit to Graduate Studies).
One Week Prior to Defense	Complete a full mock defense proceeding with Committee Chair.
Jan. 13-Feb. 25, 2025	Successfully defend dissertation/thesis/master's project. Submit Committee Report of Defense Results form to Graduate Studies.
March 3, 2025	Submit final edited, formatted copy of dissertation/thesis to ProQuest. Submit final edited, formatted project to Graduate Studies via email. (No extensions granted for fall commencement.)
March 3-31, 2025	Respond to ProQuest process emails (Turnitin.com Report and Review/Revision emails) promptly.
April 4, 2025	Approval notice for commencement sent to students with approved published dissertation/thesis in ProQuest and approved projects.
May 2, 2025	Commencement

To be posted on website