

Thesis/Capstone Timeline and Checklist

Completion Date	Task	Suggested Completion Date	Notes
	Select Topic	Semester 2 or 3	Discuss with Advisor
	Appointment of Thesis/Capstone Committee	Semester 2 or 3	Work with graduate advisor
	Obtain Human Subjects or Animal Use approval (If applicable)	2 Months before collecting data	Obtain forms from HEAC Office; must be completed and filed before data collection begins
	Approval of Application/Prospectus by Thesis/Capstone Committee	Semester 2 or 3	
	Enroll in Thesis/Capstone Course		Check departmental requirements
	Complete Thesis/Capstone Manuscript	4-8 weeks before classes end	May require revisions; work with Writing Lab; check departmental requirements
	Schedule Thesis/Capstone Defense (If applicable)	4-8 weeks before classes end	See thesis advisor/first reader; check departmental requirements
	Approval by Thesis/Capstone Committee	4-8 weeks before classes end	Work with thesis/capstone advisor/1st reader; check departmental requirements
	Submit Manuscript to Graduate College	At least 3 (or 4?) weeks before graduation	Deadline is 3 (or 4?) weeks before classes end
	Submit Copies of Thesis/Capstone to Library for Binding		See binding directions