

General Thesis/End of Program Timeline Guidelines  
for Program Directors and Advanced Specialty Education Students

One year before end of program	Final approved thesis protocol submitted to Office of Graduate Studies (including IRB approval, etc.)
Ninety days before graduation	Completed Application for MSD submitted to Office of Graduate Studies
Ten days before thesis defense	Copies of thesis given to all thesis committee members and to the Associate Dean for Graduate Studies  Notices of defense posted throughout the School
At LEAST thirty days before end of program (it is highly recommended to schedule the defense at least sixty days in advance)	Thesis defense
Two weeks before graduation (or end of program)	Departmental approval of student's completion of program filed with the Office of Graduate Studies (MSD & certificate programs)  Check out sheet submitted to Office of Graduate Studies (MSD & certificate programs)  Three final approved copies of thesis on bond paper (including committee signature page) submitted to Office of Graduate Studies  Permission to publish submitted to Office of Graduate Studies  Upon receipt of all of the above, Certificate of Completion issued to student (MSD & certificate programs)
At least fourteen days before graduation	Faculty recommends student for degree
Day after graduation	Diploma issued by Registrar