

Sample timetable for graduation

Activity	Desired graduation date: January 2016	Desired graduation date: May 2016	Desired graduation date: August 2016
Complete core courses	Allow 5 semesters (or 1 ½ years), with 2 courses each semester		
Revise project proposal w/Advisor – Register for NUND 619 (1-2 credits)	May – Aug. 2014*	Sept.-Dec. 2014	Jan.-May 2015
	Note: Plan at least a semester to work with your advisor on proposal revisions after you've received a grade for NUND 541 and incorporated suggested revisions of the faculty member who taught the course.		
Proposal to committee (Chapt. 1-3)	Dec. 2014	March 2015	June 2015*
	Note: It is required that the proposal is submitted to committee members at least 2 weeks prior to proposal defense date.		
Project proposal approval (phone conference)	January 2015	April 2015	July 2015*
IRB submission	Jan./Feb. 2015	April/May 2015	July/Aug. 2015*
	Note: Submit your proposal to the IRB – first submit it to the IRB at the institution where data will be collected (if they have an IRB), then to CWRU IRB. If IRB applications are submitted incorrectly, the process can take more than 1 month at each IRB – a common cause of delay. Be aware that some IRBs do not meet regularly over the summer and around Dec./Jan. holidays, so inquire early about IRB schedules and deadlines to submit materials.		
Collect data – Register for NUND 620 (1-3 credits)	Feb./March/April 2015	June/July/August 2015*	Sept./Oct./Nov. 2015
	Note: Most students find that a minimum of 3 months is necessary to complete data collection. The above dates are ambitious. Importantly, be aware that collecting data over a holiday season or common vacation periods often results in low subject participation rates. Additionally, if you're measuring psychosocial variables (depression, anxiety, mood), please note that these variables are often atypical during major holiday seasons & data may be adversely affected if collected at such a time.		
Analyze data	April/May 2015	Aug./Sept. 2015	Nov./Dec. 2015
First draft Results & Discussion (Chapt. 4 & 5)	June/July 2015*	Oct./Nov. 2015	Jan./Feb. 2016

* Note: Consider and determine if you want to work on this over summer or major holidays. Inquire as to your advisor's ability to do so. Most faculty are on 9 month contracts and use summer to conduct their own research and/or write their own manuscripts or grants.

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Advisor time to read	Aug. 2015	Dec. 2015	March 2016
	Note: Your advisor may want all 5 chapters at this point to review the project as one document and assure consistency. Again, inquire as to your advisor's availability to review and remember that your advisor and committee members have lots of competing demands, making it very important to allow enough time for review.		
Revise and finalize draft of entire document	Sept. 2015	Early Jan. 2016	Early April 2016
	Note: Multiple revisions may be necessary. Allow plenty of time!		
Pick a defense date	Sept. 2015	Jan. 2016	April 2016
	Note: All 3 committee members must be available for your defense. Contact your committee members with possible dates well in advance. Again, your defense must be scheduled at least 2 weeks prior to the actual defense date. Contact the Department Assistant (dnpasst@case.edu) for additional information for your defense and other important deadlines.		
Apply in SIS to graduate	Oct. 2015	Feb. 2016	June 2016
Final draft to committee	Mid-Oct. 2015	Mid-Feb. 2016	Mid-May 2016
	Note: Final draft of completed project must be submitted to your committee at least 2 weeks prior to the defense date.		
Final defense (on campus required)	Mid-Nov. 2015	Mid-Mar. 2016	Mid-June 2016*
	Note: Check with the Department Assistant for University deadlines at dnpasst@case.edu		
Graduation	Jan. 2016	May 2016	Aug. 2016
<p>This timetable is very manageable. Be sure, however, to review your plans with your Advisor to double check your progress toward completing program requirements and to see about advisor availability. This timetable allows a generous 11-month period between proposal approval and final proposal defense, which could be shortened if the IRB process and data collection proceed more quickly.</p>			

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