

FROM DRAFT TO DEPOSIT! Here is a realistic timeline to complete, defend and deposit your paper in the spring or fall semesters.

The weeks are numbered 1-16; instruction ends during week 16. Final deposit dates are usually in week 14 (spring) or week 15 (fall). Check actual dates for last possible defense and deposit on our resources pages, or on the Graduate College website.

Rules of thumb: 1) Discuss the timeline with your Research Director during the semester before you propose to schedule your final defense.

2) The paper has to be ready to distribute to the committee, 3 weeks before the defense date.

3) The final draft should probably be in the hands of your Research Director 6 weeks before the exam date, and possibly earlier (consult with your Research Director!)

4) The entire process, from seeking approval of your final draft to depositing the document, is rarely less than 10 weeks, and often takes longer.

Remember: the later you hold your defense (final exam), the less time you have to make corrections and revisions, and get them approved by your committee.

Week 3	[3 week gap]	Week 6	[3 week gap]	Week 9	[Weeks 9-13]	Week 12 (Friday)	Week 13 (Friday)	Week 14 Spring or Week 15 Fall (Friday)
Final full draft of paper given to Research Director	<i>Time to make final revisions to Research Director's satisfaction</i>	Final committee Appointed with Graduate College. Paper is distributed to the committee	<i>Committee reads paper</i>	Final defense	<i>Time to institute required corrections and revisions, and get final approval from SOM for deposit</i>	Last possible date for final defense	Last Possible date for pre-deposit format check In SOM	Last possible date to deposit with Graduate College (599) or Academic Affairs (576) for graduation in the same semester

Notes: DMA recitals and lecture recitals should take place during the week before the defense.

To ensure graduation, students must add themselves to the semester's degree list (deadline is usually around the 10th week of classes: check Graduate College website or our resources pages for details).