

MA Thesis Timeline

Steps in thesis process	Fall Graduation	Spring Graduation
During the semester prior to the one in which you hope to defend the thesis and graduate:		
Locate First Reader Obtain agreement from a first reader early in term (by approximately)	February 15	September 10
Locate Second Reader In consultation with first reader, determine and obtain agreement from a second reader by approximately mid term	April 1	October 15
Prospectus Write and submit the thesis prospectus to first reader by (Consider applying for the thesis award as well)	April 30	November 25
During the break between semesters:		
Draft first chapter or first 15 pages	During the summer break	During the winter holidays
The semester in which you hope to defend and graduate:		
Continued Progress Continue to draft remaining thesis at a rate of ten pages per week. Meet weekly with your thesis director until the first full draft is completed.		
Submit First Chapter Submit drafted first chapter or section to first reader by	August 25	January 20
Find Third Reader Determine on and obtain agreement from a third reader from outside the department	September 1	January 30

<p>Request for Degree File a request for degree with the Graduate School by the advertised deadline</p>	approximately Sept. 12	by approximately Feb. 10
<p>Second Chapter Submit second section or chapter to first reader by</p>	September 10	February 10
<p>First Chapter Revision Revise first chapter or section and submit to second reader by</p>	September 15	February 15
<p>Continued Progress Continue to submit sections to first reader as quickly as they can be drafted. Submit sections to second reader as quickly as the recommended revisions of the first reader can be incorporated.</p>		
<p>Revised Thesis to Third Reader Submit a full draft of the thesis which incorporates all revisions that have been recommended by the first and second readers to the third reader by</p>	November 10	April 10
<p>Schedule Oral Defense With the assistance of your thesis director, who will help contact the faculty on your committee about scheduling, submit a request to schedule the oral defense to the Graduate School. The request to schedule it must be submitted two weeks before the date of the defense but no later than</p>	November 15	April 15
<p>Fully revised thesis to all Committee Members A minimum of ten days before the defense, provide all three readers with a copy of the thesis incorporating all revisions recommended by all three readers</p>	November 20	April 20

<p>Schedule Thesis Filing</p> <p>Before the defense date, request an appointment with the graduate school to file the thesis. Schedule it for a few days after the defense to allow time to make revisions that may be requested at the time of the defense. Make the request by:</p>	<p>approximately Dec 1</p>	<p>approximately May 1</p>
<p>Oral Defense</p> <p>The Oral Defense must take place before the Graduate School's advertised deadline. Allow time to make additional requested revisions after the defense and before filing the thesis.</p>	<p>by approximately Dec 1</p>	<p>by approximately May 1</p>
<p>Format Thesis</p> <p>Format the thesis for filing according to the Graduate School guidelines, available at: http://webs.wichita.edu/?u=gradschool&p=/Publications/ThesisDissertationManual</p>	<p>December 7</p>	<p>May 7</p>
<p>File Thesis</p> <p>Thesis must be filed with the Graduate School by the final date of completion. It must incorporate all recommended revisions and be signed by all three readers.</p>	<p>approximately Dec. 10</p>	<p>approximately May 10</p>