

MASTERS THESIS TRACK TIMELINE

	Progress	Recommended Deadline [Dates in brackets using <i>example</i> Defense date of April 13 th]
18	Make corrections and submit final version to library	Before last day of the semester
17	Defend Masters Thesis	Defense date [e.g. April 13 th]
16	Prepare 15-20 minute presentation for the defense (should use PowerPoint but not required)	One week prior to Defense, please review with your chair.
15	Distribute defensible version to committee	Two weeks prior to Defense date
14	Re-work to incorporate remaining committee feedback. Ensure thesis is formatted using <i>Masters Thesis Manual</i> available on the Sociology website.	
13	Revise thesis to incorporate all of the committee's comments	Three weeks prior to Defense date [e.g. March 30 th]
12	Receive feedback from committee on final draft. At this point, the committee will inform student if the thesis is close enough to set a defense (need all three members in agreement).	Three weeks prior to Defense date [e.g. March 30 th]
11	Send revised (near final) draft of Masters Thesis to all committee members	Four weeks prior to Defense date [e.g. March 23 rd]
10	Revise thesis to incorporate your Chair's comments . Then confirm with chair that thesis is ready to send to rest of committee. Send it to rest of committee	Six weeks prior to Defense date [e.g. March 2 nd]
9	Full draft of Masters Thesis to your Chair	Eight weeks prior to Defense date [e.g. Feb 16]
8	Write first draft of thesis** This process will entail a series of exchanges of the full thesis or chapters of the thesis with your chair, and may require minor/major editing and substantive changes.	[January - February]
7	Find a specific Defense date and time that works for everyone on the committee	Start of semester [January]
6	Complete research and make required changes to proposal before writing the remaining sections of thesis.	[November, December]
5	Final draft of Thesis Proposal to all committee members. Please consult <i>Masters Thesis Manual</i> available on the Sociology website and format your proposal accordingly.	Seven months prior to Defense [e.g. Nov. 1]
4	First draft of Masters Thesis Proposal* to your chair	Eight months prior to Defense [e.g. Oct. 1]
3	Read and submit thesis contract to thesis committee and administrative assistant.	Nine months prior to Defense [e.g., Sept]
2	Select committee	Nine months prior to Defense [e.g. Sept.]
1	Select thesis Chair and think about topic	Ten months prior to Defense [e.g. Aug.]

* Please write in your dates and submit this document with your proposal.

The maximum page limit for the Thesis Proposal is 11 pages. Please see **Masters Thesis Proposal Outline on our website for specifics.

***Maximum page limit for a quantitative thesis is 75 pages and a qualitative thesis is 100 pages. The maximum page limit should be discussed with your chair because they may prefer a lower maximum page limit. Page limits include references, endnotes, and appendixes.