



SENIOR THESIS TIMELINE

For Students Graduating in Academic Year 2017-2018

JUNIOR YEAR

Download and complete the Senior Thesis Application from the Thesis Information area of MyCarroll. Begin to work with your advisor, program director, department chair, and/or other appropriate faculty in selecting your thesis project.

All members of the thesis committee should participate in the selection of the thesis topic and the completion of a thesis plan. The thesis plan should include a description of the scope and nature of the thesis and a preliminary work schedule, which includes a timeline for completion of the thesis.

Spring Semester, 2017: It is important that you check with your advisor to determine if you should enroll in a seminar as part of the senior thesis preparation. Before the end of the semester, you should meet with your thesis director and discuss any summer research that will be necessary as part of your project. The *Senior Thesis Application* is due in the Registrar Office by **September 30, 2017** – fall semester graduates should consider submitting their applications during the spring semester.

SENIOR YEAR

September, 2017: Arrange regular meeting with thesis director and readers to review and guide your progress. Use this time to update your timeline and address any problems. You should work with the thesis committee in setting a date for submission of the final draft. If the appropriate style has not been determined, you should do so at this time. Completed application forms are due in the Registrar's Office by **September 30, 2017**.

October/November, 2017: If you have not done so already, work with the Registrar's Office to get registered for the thesis course in your discipline (XX-499) during registration for spring classes.

Spring Semester, 2018: Your final draft should be completed by March 15, 2018 (or another appropriate date agreed upon by the committee) and submitted to your thesis committee for review. Begin working with your committee to plan for the oral presentation of your thesis. After you receive comments back from your committee, review the guidelines for the final electronic submission of your thesis to the library at:

<https://www.carroll.edu/policies/thesis-policy>.

May 1, 2018: Thesis must be complete and submitted to the library. The librarian must sign the Final Approval Form and return it to the Registrar's Office. Oral presentations of thesis will be in mid- and late-April; many of the presentations occur during the Student Undergraduate Research Festival (SURF), or some departments will schedule their own presentation sessions. This is an important part of the project, and you should carefully prepare for this presentation. Your director will help advise you about the presentation.