

School Improvement Timeline to Fall 2017 Graduation

| Date | Assignment | Notes |
|--------------|---|---|
| February 26 | Submit proposal to Turnitin Cohort CourseDen Dropbox | Must send this report to chair with proposal |
| February 27 | Submit proposal to Tk20 for external reviews | Student must get chair permission before submitting Student needs to share their Proposal page from Tk20 with the Program Director Allow 2-3 weeks for external reviews to be submitted *Allow time for Spring Break : March 20-25 |
| March 27 | Submit proposal to chair for review | Allow chair 2 weeks to review proposal |
| April 10 | Submit proposal to committee for review | Allow committee 2 weeks to review proposal *Committee members are not obligated to work on dissertations over the summer months |
| August 1 | Submit Graduation Paperwork | Find more information on UWG's Registrar's page |
| August 1 | Chair will submit proposal for IRB approval | Chair will email your IRB application Allow 4-6 weeks for IRB approval *Allow time for Fall Break : TBD |
| September 12 | Submit final dissertation to Turnitin Cohort CourseDen Dropbox | Must send this report to chair with final dissertation |
| September 13 | Submit final dissertation to chair for review | Allow chair 3 weeks to review final dissertation |
| October 4 | Submit final dissertation to committee | Allow committee 3 weeks to review final dissertation |
| October 25 | Submit Format Review Form to edreview@westga.edu | Last page of the document needs to be filled out and signed by both the student and chair for UWG style requirements format review Directions will be sent on how to submit to ProQuest |
| November 1 | Submit dissertation to ProQuest | UWG ProQuest Deadline is November 1 – non-negotiable Submit before deadline in case revisions are needed |
| TBD | Graduation | |

*Chair, committee members, UWG staff, and external reviewers are not obligated to work on dissertations over university scheduled breaks and holidays. Please plan accordingly to allot for the time faculty are given

These events could potentially take more time than allotted in the timeline due to feedback and reviews. Make sure you have buffer time between each of these events to allow for conversations, incorporating feedback, and life.

School Improvement Timeline to Spring 2018 Graduation

| Date | Assignment | Notes |
|--------------|---|--|
| August 28 | Submit proposal to Turnitin Cohort CourseDen Dropbox | Must send this report to chair with proposal |
| August 29 | Submit proposal to Tk20 for external reviews | Student must get chair permission before submitting Student needs to share their Proposal page from Tk20 with the Program Director Allow 2-3 weeks for external reviews to be submitted |
| September 19 | Submit proposal to chair for review | Allow chair 2 weeks to review proposal |
| October 1 | Submit Graduation Paperwork | Find more information on UWG's Registrar's page . |
| October 3 | Submit proposal to committee for review | Allow committee 2 weeks to review proposal *Allow time for Fall Break : October 5-6 |
| October 19 | Chair will submit proposal for IRB approval | Chair will email your IRB application Allow 4-6 weeks for IRB approval *Allow time for Thanksgiving Break : November 20-24; and Holiday Break : December 9-January 6 |
| January 9 | Submit final dissertation to Turnitin Cohort CourseDen Dropbox | Must send this report to chair with final dissertation |
| January 10 | Submit final dissertation to chair for review | Allow chair 3 weeks to review final dissertation |
| March 2 | Submit final dissertation to committee | Allow committee 3 weeks to review final dissertation *Allow time for Spring Break : March 19-23 |
| March 27 | Submit Format Review Form to edreview@westga.edu | Last page of the document needs to be filled out and signed by both the student and chair for UWG style requirements format review Directions will be sent on how to submit to ProQuest |
| April 1 | Submit dissertation to ProQuest | UWG ProQuest Deadline is April 1 - non-negotiable |
| May 10 | Graduation | |

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