

School Improvement Timeline to Summer 2018 Graduation

Date	Assignment	Notes
October 30	Submit proposal to Turnitin Cohort CourseDen Dropbox	Must send this report to chair with proposal
October 31	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
November 21	Submit proposal to chair for review	Allow chair 2 weeks to review proposal *Allow time for Thanksgiving Break : November 23-24; and Holiday Break : December 9-January 9
January 9	Submit proposal to committee for review	Allow committee 2 weeks to review proposal
January 23	Chair will submit proposal for IRB approval	Chair will email your IRB application Allow 4-6 weeks for IRB approval
March 1	Submit Graduation Paperwork	Find more information on UWG's Registrar's page
March 5	Submit final dissertation to Turnitin Cohort CourseDen Dropbox	Must send this report to chair with final dissertation
March 6	Submit final dissertation to chair for review	Allow chair 3 weeks to review final dissertation *Allow time for Spring Break : March 19-23
April 3	Submit final dissertation to committee	Allow committee 3 weeks to review final dissertation *Committee members are not obligated to work on dissertations over the summer months
June 23	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
July 1	Submit dissertation to ProQuest	UWG ProQuest Deadline is July 1 – non-negotiable Submit before deadline in case revisions are needed
July 26	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 Fall 2018 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 19-23
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 : October 4-6
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
December 15	Graduation	

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School Improvement Timeline to Spring 2019 Graduation

Date	Assignment	Notes
August 26	Submit proposal to Turnitin Cohort CourseDen Dropbox	Must send this report to chair with proposal
August 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
September 17	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 22	Submit proposal to committee for review	Allow committee 2 weeks to review proposal *Allow time for Fall Break : October 4-5
November 12	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 : Nov. 19-23; and Holiday Break : December 18-January 4
February 1	Submit final dissertation to Turnitin Cohort CourseDen Dropbox	Must send this report to chair with final dissertation
February 4	Submit final dissertation to chair for review	Allow chair 3 weeks to review final dissertation
February 25	Submit final dissertation to committee	Allow committee 3 weeks to review final dissertation *Allow time for Spring Break : March 18-22
March 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
April 1	Submit dissertation to ProQuest	UWG ProQuest Deadline is April 1 - non-negotiable
May 9	Graduation	

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