

### School Improvement Timeline to Fall Graduation

| Date         | Assignment  | Notes  |
|--------------|---|--|
| April 16     | Submit proposal to Turnitin   | Submit proposal to EDSI Student CourseDen Assignments Folder to generate report. Must send this report to chair with proposal  |
| April 17     | Submit proposal to <a href="#">Tk20</a> for external reviews  | Student must get chair permission before submitting<br>Student needs to share their Proposal page from Tk20 with the <a href="#">Program Director</a><br>Allow 2-3 weeks for external reviews to be submitted<br>External reviews do not occur over breaks and holidays. *Make sure to allow time for <a href="#">Spring Break</a> |
| May 15       | Submit proposal to chair for review   | Allow chair 2 weeks to review proposal   |
| May 29       | Submit proposal to committee for review   | Allow committee 2 weeks to review proposal   |
| June 12      | Defend dissertation proposal with dissertation committee and submit results paperwork   | Defense can take place in person or virtually (via GoToMeeting, Google Meet, etc.). Both UWG committee members are required to participate.  |
| June 13      | Chair will submit proposal for <a href="#">IRB</a> approval   | Chair will email your <a href="#">IRB</a> application<br>Allow 6-8 weeks for IRB approval<br>*Allow time for <a href="#">Fall Break</a>  |
| August 1     | Submit Graduation Paperwork   | Find more information on <a href="#">UWG's Registrar's page</a>  |
| September 5  | Submit final dissertation to Turnitin   | Submit final dissertation to EDSI Students CourseDen Assignments Folder to generate report. Must send this report to chair with final dissertation.  |
| September 6  | Submit final dissertation to chair for review   | Allow chair 3 weeks to review final dissertation   |
| September 27 | Submit final dissertation to committee  | Allow committee 3 weeks to review final dissertation   |
| October 18   | Defend final dissertation with dissertation committee and submit results paperwork  | Defense can take place in person or virtually (via GoToMeeting, Google Meet, etc.). Both UWG committee members are required to participate.  |
| October 25   | Submit <a href="#">Format Review Form and final dissertation draft (clear of edits and track changes)</a> to <a href="mailto:edreview@westga.edu">edreview@westga.edu</a> | Last page of the document needs to be filled out and signed by both the student and chair for UWG style requirements format review<br>Directions will be sent on how to submit to ProQuest   |
| November 1   | Submit dissertation to <a href="#">ProQuest</a>   | <b><a href="#">UWG ProQuest Deadline is November 1 – non-negotiable</a></b><br>Submit before deadline in case revisions are needed   |
| December 12  | <a href="#">Graduation</a>  |  |

\*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. Please make sure to take Spring and Fall Break into account.

Dissertation 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 Graduation

| Date         | Assignment  | Notes  |
|--------------|---|--|
| September 21 | Submit proposal to Turnitin   | Submit proposal to EDSI Student CourseDen Assignments Folder to generate report. Must send this report to chair with proposal  |
| September 22 | Submit proposal to <a href="#">Tk20</a> for external reviews  | Student must get chair permission before submitting<br>Student needs to share their Proposal page from Tk20 with the <a href="#">Program Director</a><br>Allow 2-3 weeks for external reviews to be submitted<br>External reviews do not occur over breaks and holidays. |
| October 1    | Submit Graduation Paperwork   | Find more information on <a href="#">UWG's Registrar's page</a>  |
| October 13   | Submit proposal to chair for review   | Allow chair 2 weeks to review proposal   |
| October 27   | Submit proposal to committee for review   | Allow committee 2 weeks to review proposal   |
| November 3   | Defend dissertation proposal with dissertation committee and submit results paperwork   | Defense can take place in person or virtually (via GoToMeeting, Google Meet, etc.). Both UWG committee members are required to participate.  |
| November 4   | Chair will submit proposal for <a href="#">IRB</a> approval   | Chair will email your <a href="#">IRB</a> application<br>Allow 6-8 weeks for IRB approval<br>*Allow time for <a href="#">Thanksgiving Break</a> and <a href="#">Holiday Break</a>  |
| January 27   | Submit final dissertation to Turnitin.  | Submit final dissertation to EDSI Students CourseDen Assignments Folder to generate report. Must send this report to chair with final dissertation   |
| January 28   | Submit final dissertation to chair for review   | Allow chair 3 weeks to review final dissertation   |
| February 18  | Submit final dissertation to committee  | Allow committee 3 weeks to review final dissertation<br>*Allow time for <a href="#">Spring Break</a>   |
| March 18     | Defend final dissertation with dissertation committee and submit results paperwork  | Defense can take place in person or virtually (via GoToMeeting, Google Meet, etc.). Both UWG committee members are required to participate.  |
| March 25     | Submit <a href="#">Format Review Form</a> and final dissertation draft (clear of edits and track changes) to <a href="mailto:edreview@westga.edu">edreview@westga.edu</a> | Chair will sign Format Review form after checking formatting. Student will submit signed form and dissertation to EdReview. EdReview will check student status and send information on submitting to ProQuest.   |
| April 1      | Submit dissertation to <a href="#">ProQuest</a>   | <b><u>UWG ProQuest Deadline is April 1 - non-negotiable</u></b><br><b><u>UWG ProQuest Deadline is November 1 - non-negotiable</u></b><br>Submit before deadline in case revisions are needed   |
| May 12       | <a href="#">Graduation</a>  |  |

\*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. Please make sure to take Fall break, Thanksgiving break, Holiday break and Spring break into account.

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 Summer Graduation

| Date        | Assignment  | Notes  |
|-------------|---|--|
| December 7  | Submit proposal to Turnitin   | Submit proposal to EDSI Students CourseDen Assignments Folder to generate report. Must send this report to chair with proposal   |
| December 8  | Submit proposal to <a href="#">Tk20</a> for external reviews  | Student must get chair permission before submitting<br>Student needs to share their Proposal page from Tk20 with the <a href="#">Program Director</a><br>Allow 2-3 weeks for external reviews to be submitted<br>External reviews do not occur over breaks and holidays. |
| December 22 | Submit proposal to chair for review   | Allow chair 2 weeks to review proposal<br>*Allow time for <a href="#">Thanksgiving Break</a> : November 28-29; and <a href="#">Holiday Break</a> : December 16-Jan 3   |
| February 2  | Submit proposal to committee for review   | Allow committee 2 weeks to review proposal   |
| February 16 | Defend dissertation proposal with dissertation committee and submit results paperwork   | Defense can take place in person or virtually (via GoToMeeting, Google Meet, etc.). Both UWG committee members are required to participate.  |
| February 17 | Chair will submit proposal for <a href="#">IRB</a> approval   | Chair will email your <a href="#">IRB</a> application<br>Allow 6-8 weeks for IRB approval  |
| March 1     | Submit Graduation Paperwork   | Find more information on <a href="#">UWG's Registrar's page</a>  |
| May 12      | Submit final dissertation to Turnitin   | Submit final dissertation to EDSI Students CourseDen Assignments Folder to generate report. Must send this report to chair with final dissertation   |
| May 19      | Submit final dissertation to chair for review   | Allow chair 3 weeks to review final dissertation<br>*Allow time for <a href="#">Spring Break</a> : March 16-20   |
| June 16     | Submit final dissertation to committee  | Allow committee 3 weeks to review final dissertation<br>*Committee members are not obligated to work on dissertations over the summer months   |
| July 7      | Defend final dissertation with dissertation committee and submit results paperwork  | Defense can take place in person or virtually (via GoToMeeting, Google Meet, etc.). Both UWG committee members are required to participate.  |
| July 14     | Submit <a href="#">Format Review Form</a> and final dissertation draft (clear of edits and track changes) to <a href="mailto:edreview@westga.edu">edreview@westga.edu</a> | Last page of the document needs to be filled out and signed by both the student and chair for UWG style requirements format review<br>Directions will be sent on how to submit to ProQuest   |
| July 1      | Submit dissertation to <a href="#">ProQuest</a>   | <b><a href="#">UWG ProQuest Deadline is July 1 - non-negotiable</a></b><br>Submit before deadline in case revisions are needed   |
| July 24     | <a href="#">Graduation</a>  |  |

\*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. Please make sure to take Thanksgiving Break, Holiday Break and Spring Break into account.

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