

### 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 <a href="#">Tk20</a> for external reviews	Student must get chair permission before submitting Student needs to share their Proposal page from Tk20 with the <a href="#">Program Director</a> 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 <a href="#">UWG's Registrar's page</a>
October 22	Submit proposal to committee for review	Allow committee 2 weeks to review proposal *Allow time for <a href="#">Fall Break</a> : October 4-5
November 12	Chair will submit proposal for <a href="#">IRB</a> approval	Chair will email your <a href="#">IRB</a> application Allow 4-6 weeks for IRB approval *Allow time for <a href="#">Thanksgiving Break</a> : Nov. 19-23; and <a href="#">Holiday Break</a> : 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 <a href="#">Spring Break</a> : March 18-23
March 25	Submit <a href="#">Format Review Form</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 Directions will be sent on how to submit to ProQuest
April 1	Submit dissertation to <a href="#">ProQuest</a>	<b><a href="#">UWG ProQuest Deadline is April 1 - non-negotiable</a></b>
May 9	<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

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 2019 Graduation

Date	Assignment	Notes
November 1	Submit proposal to Turnitin Cohort CourseDen Dropbox	Must send this report to chair with proposal
November 2	Submit proposal to <a href="#">Tk20</a> for external reviews	Student must get chair permission before submitting Student needs to share their Proposal page from Tk20 with the <a href="#">Program Director</a> Allow 2-3 weeks for external reviews to be submitted
November 23	Submit proposal to chair for review	Allow chair 2 weeks to review proposal *Allow time for <a href="#">Thanksgiving Break</a> : Nov 19-23; and <a href="#">Holiday Break</a> : Dec 18-Jan 4
January 4	Submit proposal to committee for review	Allow committee 2 weeks to review proposal
January 18	Chair will submit proposal for <a href="#">IRB</a> approval	Chair will email your <a href="#">IRB</a> application Allow 4-6 weeks for IRB approval
March 1	Submit Graduation Paperwork	Find more information on <a href="#">UWG's Registrar's page</a>
April 14	Submit final dissertation to Turnitin Cohort CourseDen Dropbox	Must send this report to chair with final dissertation
April 15	Submit final dissertation to chair for review	Allow chair 3 weeks to review final dissertation *Allow time for <a href="#">Spring Break</a> : March 18-23
May 13	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 24	Submit <a href="#">Format Review Form</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 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> Submit before deadline in case revisions are needed
July 27	<a href="#">Graduation</a>	

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