

FORM A: TYPICAL SENIOR THESIS TIMELINE

A

When	What
<p>Spring semester of junior year</p>	<ul style="list-style-type: none"> • Register for XXX 492 Thesis Preparation. • Develop research idea and connect with library staff. • Write short preliminary proposal which includes methods and experimental design, or a description of the project. • Attend and critique two thesis defenses. • Propose project to potential faculty supervisor and arrange approval (Complete Form B and submit to department Assistant to the Dean).
<p>Summer between junior & senior year</p>	<ul style="list-style-type: none"> • Begin literary research and develop bibliography. • Refine hypothesis or creative idea.
<p>Fall semester of senior year</p>	<ul style="list-style-type: none"> • Register for XXX 493 Thesis Part I. • Submit Proof of Enrollment (Form C) to department Assistant to the Dean by SECOND (2nd) Friday of the term. • Develop a list of specific goals for this semester in consultation with the Faculty Thesis Supervisor. • Order supplies and arrange equipment access (if project on CU campus). • Submit Senior Thesis Proposal Form (Form D) to the Assistant to the Dean of CAS by TENTH (10th) Friday of the term. • Submit appropriate IRB documents (if needed). • Describe scope of project in detail. • Do thorough literature review and complete bibliography or research if in English, History, Humanities, or Theology. • Start work on the “hands-on” portion of empirical research or project including data collection or creative activity, if appropriate.
<p>Spring semester of senior year</p>	<ul style="list-style-type: none"> • Register for XXX 494 Thesis Part II. • Schedule Thesis Defense early [no later than TENTH (10th) week of term]. • Complete research or project. • Submit preliminary thesis to Faculty Supervisor and Thesis Defense Committee members by the EIGHTH (8th) Monday of the term. • Write thesis and submit final draft to Faculty Supervisor and Thesis Defense Committee by the TWELFTH (12th) Friday of the term if the thesis is being defended in the fall or by the THIRTEENTH (13th) Monday of the term if the thesis is being defended in the spring. • Prepare for and present oral thesis defense. • Present synopsis at Senior Symposium. • Edit thesis and submit a digital copy and two copies in proper format on acid-free paper to Dean’s office within 48 hours after defense. • Fill out Library Permission Form (Form F) and submit with final copy of the thesis to the Assistant to the Dean of CAS. • Possibly prepare short presentation for a professional conference. • Consider possible publication of thesis in outside journals.