### FORM A: TYPICAL SENIOR THESIS TIMELINE

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<th>When</th>
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| **Spring semester of junior year** | • 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). |
| **Summer between junior & senior year** | • Begin literary research and develop bibliography.  
• Refine hypothesis or creative idea. |
| **Fall semester of senior year** | • 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. |
| **Spring semester of senior year** | • 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. |