

**GRADUATE COLLEGE TIMELINES**  
for  
**THESIS, DISSERTATION, SPECIAL PROJECTS, AND PORTFOLIOS**

Arkansas Tech University – Russellville  
Graduate College

The following guidelines refer to thesis and dissertations, but apply equally to special projects and portfolios.

**Important Dates**

<b>DUE DATES</b>	<b>DESCRIPTION OF DEADLINES</b>
<b>Reading Day the semester prior – 10 day roll</b>	<ul style="list-style-type: none"> <li>Apply for graduation, if not yet completed. If this deadline is not met, your name will not appear in the Commencement Program.</li> </ul>
<b>After Proposal Defense</b>	<ul style="list-style-type: none"> <li><b>Topic Approval Form</b> along with your study’s summary are due to the Graduate College for the dean to approve. Make sure to have your Committee Chair and Committee Members sign-off on your form.</li> </ul>
<b>TBA</b>	<ul style="list-style-type: none"> <li>Graduation Fair at ATU Bookstore to pre-order cap and gown.</li> </ul>
<b>Varies based on defense date</b>	<ul style="list-style-type: none"> <li>Once the Student and Committee Members agree on a defense date, they must complete the “<b>Request to Schedule Defense Form</b>”. A signed copy of the form by all committee members should be submitted to the Graduate College Dean for approval.</li> </ul>
<b>10 business days prior to defense</b>	<ul style="list-style-type: none"> <li>Thesis/dissertation draft should be submitted to committee. This date may vary amongst programs. Please check with your Committee Chair.</li> </ul>
<b>2<sup>nd</sup> Monday in November, April, or July</b>	<ul style="list-style-type: none"> <li>Last day to submit a defense committee-approved draft electronically for review by the Graduate College.</li> </ul>
<b>The Monday prior to Graduation</b>	<ul style="list-style-type: none"> <li>Oral examinations must be completed for special projects or portfolios. Notification must be submitted to the Graduate College for successful completion.</li> </ul>
<b>The Monday prior to Graduation</b>	<ul style="list-style-type: none"> <li>Last day to submit notification to the Graduate College for comprehensive written examinations, if required by program.</li> </ul>