



## ThM Program – Thesis checklist and submission deadlines

- Turn in letters of commitment
- Register for the 6-credit ThM Thesis
- Complete the 1<sup>st</sup> draft by January 1<sup>st</sup> (ThM Thesis registered in Fall) / **August 1<sup>st</sup> (ThM Thesis registered in Spring)**
- 1<sup>st</sup> mentor responds to the 1<sup>st</sup> draft in one month – by Feb.1/ **Sept. 1.**
- Student revises the 1<sup>st</sup> draft in two weeks -> by Feb.15/ **Sept. 15.**
- Email Word & PDF attachment and hand in hard copy to **Academic Office** of the revised 1<sup>st</sup> draft for the brief format checking by Feb.20/**Sept. 20.**
- Graduation application -> around February / **November.**
- 2<sup>nd</sup> mentor responds to the 2<sup>nd</sup> draft in one month -> by **Mar. 20 / Oct. 20.**
- Student revises for the last time-> by Apr. 10/ **Nov. 10.**
- Email Word & PDF attachment and hand in hard copy to **Academic Office** of the revised final draft for format checking by Apr. 10/ **Nov. 10.**
- Final draft format checking approved by Apr. 20/ **Nov. 20.**
- Final draft to Academic Office -> by Apr. 30/ **Nov. 30**
- TREN & ATLARIM agreement forms-> by May 8 / **Nov. 30**
- Oral defense and exit interview -> the last week before commencement (May) /**December**
- Commencement: 2<sup>nd</sup> Saturday of May