Academic Plan/Timeline Template

**General/Personal Information:**

Student Name: Insert first and last name

Faculty Advisor/Mentor: Insert first and last name

Department: Insert Department name

**Detailed Degree-Related Information:**

Have you completed all requirements?

If you selected NO, please write down the outstanding requirements: Insert here

Insert here

Summary of discussion with DGS/Faculty Advisor

Conversation Date:

Conversation completed [ ]

Projected schedule for future terms

**Two Templates are Provided – Select One or Draft your Own**

**Dissertation Information/Timeline Version 1**

1. Finalize Topic & Develop Proposal
	1. Confirm dissertation topic with advisor
	2. Draft research questions, objectives, and preliminary literature review
	3. Include faculty names (advisor, committee members) and their roles
2. Set Milestones with Advisor
	1. Establish clear deadlines for: proposal submission, chapter drafts (literature review, methodology, etc.), and data analysis
	2. Note expected feedback turnaround times (e.g., 2-4 weeks per review)
3. Write Initial Chapters
	1. Introduction and literature review; submit to advisor for approval before proceeding.
	2. Conduct Research & Draft Methodology
	3. Begin data gathering
4. Present Preliminary Findings to Advisor
	1. Share early results; adjust based on feedback.

#### Complete Key Chapters: methodology, findings, discussion& analysis

1. Submit Rough Draft for Feedback
	1. Send the full draft to advisor; craft out enough time (4-6 weeks) for necessary revisions
2. Finalize Draft and Revision
	1. Dissertation has a full structure - has all sections needed
	2. Submit full draft to the committee; do it in 4-6 weeks before defense
	3. Revise Based on Committee Feedback
3. Defense Preparation
	1. Practice presentation, and anticipate questions
	2. submit the final version of the dissertation to the committee 2 weeks before the defense
4. Post Defense Revisions & Final Submission
	1. Make minor edits if required by committee; submit to university

**Dissertation Information/Timeline Version 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Phases | Action | Status | Date | Additional Details |
| **#1****Finalize Topic & Develop Proposal** | Confirm dissertation topic with advisor |  |       |       |
|  | Draft research questions, objectives, and preliminary literature review |  |       |       |
|  | Include faculty names (advisor, committee members) and their roles |  |       |       |
| **#2****Milestone Setting (with Advisor)** | Establish clear deadlines for: proposal submission, chapter drafts (literature review, methodology, etc.), and data analysis |  |       |       |
|  | Note expected feedback turnaround times (e.g., 2-4 weeks per review) |  |       |       |
| **#3****Finish Initial Chapters** | Introduction and literature review; submit to advisor for approval before proceeding |  |       |       |
|  | Conduct Research & Draft Methodology |  |       |       |
|  | Begin data gathering |  |       |       |
| **#4****Present Preliminary Findings** | Share early results; adjust based on feedback |  |       |       |
| **#5****Complete Key Chapters** | Methodology, findings, discussion& analysis |  |       |       |
| **#6****Submit Rough Draft** | Send the full draft to advisor; craft out enough time (4-6 weeks) for necessary revisions |  |       |       |
| **#7****Finalize Draft and Revision** | Dissertation has a full structure - has all sections needed |  |       |       |
|  | Submit full draft to the committee; do it in 4-6 weeks before defense |  |       |       |
|  | Revise Based on Committee Feedback |  |       |       |
| **#8****Prepare for Defense** | Practice presentation, and anticipate questions |  |       |       |
|  | Submit the final version of the dissertation to the committee 2 weeks before the defense |  |       |       |
| **#9****Post Defense** | Make minor edits if required by committee; submit to the university |  |       |       |