

Dissertation Checklist and Timeline

Student's Name:		
Dissertation Process	# of days	Due Date
Choose Dissertation Advisor		
Choose Dissertation Committee with advisor approval on the ATC Form		
Form dissertation process support groups with other students gse.buffalo.edu/current/dissertation Also become familiar with the GSE dissertation guidelines http://gse.buffalo.edu/current/dissguide Formatting your dissertation using these guidelines from the start will save you time.		
Identify defense deadlines. Develop timelines for following steps working backwards from these deadline dates.		
Dissertation Proposal Draft to Advisor		
Revision 1		
Revision 2 (if needed)		
Revision 3 (if needed)		
Final approval from advisor and from committee members		
Submit human subjects form to Institutional Review Board (IRB) if needed		
Search for dissertation funding, e.g., Prof. Raimondi's grant writing course		
Remaining course work, e.g., independent studies for dissertation parts (if any)		
Schedule Proposal Defense (check with advisor's schedule first)		
Dissertation Proposal Defense (announcement)		
Submit GSE Dissertation Proposal Form w/Abstract & Timeline to chair's secretary		
Revise Dissertation Proposal (if needed)		
Collect Data		
Dissertation Chapters Drafted		
Prepare and submit conference proposals (optional)		
Prepare and submit manuscripts to journals (optional)		
Revise Chapter XX (as needed, number of days to be determined with advisor)		
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Revisions to advisor (number of days to be determined with advisor)		
Prepare, practice, and give conference talks (optional)		
Dissertation Approved by Advisor		
Dissertation Submitted to Committee and Wait for Comments		
Dissertation Chapters Revised for Committee Members		
Advisor and Committee Members Agreement to Schedule Defense		
Dissertation Defense Scheduled (check with advisor's and members' schedule first)		
Dissertation Defense (announcement)		
Dissertation Defense		
Revisions to Dissertation 1 (# of days to be determined by advisor)		
Revisions to Dissertation 2 (if needed, # of days to be determined with advisor)		
Revisions to Dissertation 3 (if needed, # of days to be determined with advisor)		
Final Approval by Advisor and Committee Members		
Final Paperwork to UB Graduate School		
Send Form to Dean's Office by May 1 to March in May Graduation		
Total days:		
Check with Advisor's Availability Schedule prior to submitting drafts. Major Advisor is not available during: ...		