# Timetable for Thesis Work

**January**

Re-register for the spring semester Interdisciplinary Studies Thesis course - either CIS 95 or CIS 195 (Honors). Complete the [One on One Course Form](#) have it signed by your primary advisor as the instructor and return it to Student Services.

Student and Faculty Committee establish due dates for the senior thesis. Allow enough time for faculty advisors to read and comment on the draft, for the student to revise the draft in response to their comments, and for the student to have the finished project handed in one week before the oral defense meeting.

*By April 4, 2016*

Hand in a draft of the thesis to all faculty advisors for comments and recommended changes or additions.

*By mid-April*

Advisors return the draft with comments and recommended changes or additions by the date agreed upon at their organizational meeting as promptly as possible.

Revise the draft in response to readers' comments and hands in this final version of the project one week before the scheduled oral defense.

*By May 2, 2016*

The oral defense must be completed by the last day of reading period. This one-hour meeting is an opportunity for student and the Faculty Advisors together to discuss and assess achievements and reflect on areas for improvement. The faculty advisors jointly grade the project at that time and assign the level of honors received for the Thesis and complete the [IS Major Grade Sheet](#), which must be turned into the CIS Office by one of the faculty advisors as soon as possible after the oral defense meeting. The IS Major Grade Sheet will be sent to primary advisors via email in April.

*By May 2, 2016*

Advisors must submit the [Recommendation for Senior Thesis Honors Form](#) by the first day of exams. This form emailed from Degree Audit Coordinator out directly to the Primary Faculty Advisor in mid-April.

The primary advisor enters the CIS 95 or CIS 195 (Honors) grade in SIS.

After the defense both the student and advisors must complete [Assessment Forms](#) as part of the on-going, university-wide assessment of learning outcomes in departments and programs. Assessment Forms will be sent to out via email toward the end of the spring semester.

Thesis copies: After your defense but before graduation, you should submit the final version of your Senior Honors Thesis in digital form to Tufts Digital Collections and Archives. Theses may be submitted electronically or in traditional bound form and should adhere to Tisch Library archival submission guidelines.

A copy of the manuscript must also be submitted electronically to the CIS Office at the same time.

**Commencement and Transcript Info**

**March (2016 deadlines TBD)**

Commencement Planning: IS Majors may elect which commencement ceremony they wish to attend via SIS. Most attend that to which their primary advisor is connected. However, if there is a department you feel is more fitting, you may choose it. Students must also notify CIS of their commencement plans via email: [Audrey.Aduama@tufts.edu](mailto:Audrey.Aduama@tufts.edu)

May Transcript Information (May 2, 2016) Students provide the title for their IS Major for transcript purposes (title may only be 53 characters including spaces) send via email: [Audrey.Aduama@tufts.edu](mailto:Audrey.Aduama@tufts.edu)
INTERDISCIPLINARY STUDIES MAJORS ~ 2015-2016 SENIORS TIMELINE

- **SEPTEMBER 14, 2015** - Register for the Interdisciplinary Studies Thesis Course- CIS 95 or CIS 195 (Honors) for fall semester
- **SEPTEMBER 14, 2015** - Meet with advisors, establish timeline, due dates and submit thesis proposal.
- **OCTOBER 5, 2015** - Students petition to graduate via SIS
- **OCTOBER 14, 2015** - Thesis Candidate Forms due to Dowling Hall
- **NOVEMBER 2, 2015** - Register for spring 2016 courses
  - Complete IS MAJOR CHECKLIST FORM and SIS ADVISEMENT REPORT. Return to Student Services NO LATER THAN TBA
- **BY JANUARY 18, 2016**
  - Re-Register for the Interdisciplinary Studies Thesis Course- CIS 95 or CIS 195 (Honors) for spring
  - Meet with faculty committee to establish spring semester due dates for the senior thesis
- **MARCH 2016** - Elect commencement venue via SIS. Also notify CIS of commencement choice
- **BY APRIL 1, 2016** - Hand in a draft of the thesis to all faculty advisors for comments
- **BY APRIL 8, 2016** - Advisors return the draft with comments and recommended changes
- **BY APRIL 15, 2016** - Revise the draft in response to readers’ comments and hand in this final version of the project ONE WEEK BEFORE THE SCHEDULED ORAL DEFENSE.
- **BY APRIL 29, 2016** - Oral Defense meeting must take place by the last day of reading period
  - The faculty committee completes the IS MAJOR GRADE SHEET, the STUDENT ASSESSMENT FORMS (each advisor completes a separate assessment form), and the THESIS RECOMMENDATION FORM (where applicable) and return to them to the CIS Office.
  - The primary advisor enters the CIS 95 or CIS 195 (Honors) grade in SIS
  - Students complete the STUDENT ASSESSMENT FORM and return to CIS Office.
- **MAY 2, 2016** - Students notify CIS of final IS Major title to appear on transcript (53 character limit)
  - Students submit copies of final thesis to both Tisch Digital Collections and CIS.
- **BY MAY 16, 2016** - The primary advisor enters the CIS 95 or CIS 195 (Honors) grade in SIS