

## **TIMETABLE FOR THESIS WORK**

- **January: Re-Register for the spring semester CIS Senior Thesis Course** - either **CIS 95** or **CIS 195 (Honors)**. using the [One on One Course Form](#), downloadable from the Registrar's website: <http://students.tufts.edu/registrar/student-forms>. **Complete the One-on-One Course form, have it signed by your primary advisor and return the form to Student Services, Dowling Hall.**
- **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 3, 2017** submit a draft of the thesis to all faculty advisors for comments and recommended changes or additions.
- **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**. The student must also submit a copy of the final version to the CIS office at this time.
- **Oral Defense meeting should take place by the last day of classes, May 1, 2017.** This one-hour meeting is an opportunity for student and advisors together to discuss and assess achievements and reflect on areas for improvement. The faculty advisors jointly determine the grade based on the thesis at that time 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 toward the end of the spring semester.
- The primary advisor enters the **CIS 95 or CIS 195 (Honors)** grade into the [SIS system](#).
- If you are doing an Honors Thesis the Registrar's Office will send a **Thesis Recommendation for Honors** form to the primary advisor. Instructions and deadlines will be on the form. Send a copy of this completed form to CIS office when it is completed.
- **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 out via email toward the end of the spring semester.
- **Thesis Copies.** Students must submit a copy of their final thesis to Digital Collections and Archives in Tisch Library before May Commencement. Theses may be submitted electronically or in traditional bound form and should adhere to Tisch Library archival submission guidelines posted at <http://sites.tufts.edu/dca/>. **A copy of the manuscript must also be submitted electronically to the CIS office at the same time.**

## **COMMENCEMENT AND TRANSCRIPT INFO**

- **Late February/Early March (2017 deadlines TBD): Commencement Planning** IS Majors may elect which departmental or programmatic commencement ceremony they wish to attend. Most attend that to which their primary advisor is connected. However, if there is a department that you feel is more fitting, you may choose that as well. Please indicate your choice in the [SIS system](#) by the Registrar's deadline. Students must also notify CIS of their commencement plans via email to: [Audrey.Aduama@tufts.edu](mailto:Audrey.Aduama@tufts.edu)
- **Early May Transcript Information (May 1, 2017)** Students provide the title for their IS Major for transcript purposes. You are allotted 53 characters including spaces Send via email: [Audrey.Aduama@tufts.edu](mailto:Audrey.Aduama@tufts.edu)