

Working backwards: ED 632 calendar for Spring 2019

Students, please note that this timeline is based on the last possible dates for you to be able to defend your ED 632 project. If you plan to defend prior to the last date (and we hope you do), use the column on the right to plan, working backwards, when your materials will be due to your project chair. It is suggested that you complete this column and email your plan to your project chair at the beginning of the semester – your project chair may specifically ask you to do this.

		Anticipated May Graduate	Finish before start of Summer to avoid ED 732, not a May graduate (requires an NR grade that must be resolved by first date of following semester)	My plan based on my targeted defense date
General end of term information	Start of following Semester	n/a	May 28	
	End of Semester	May 3	n/a	
	Last possible date to defend	May 3	May 28	My targeted defense date:
Assuming a defense on the LAST possible date, so dates will likely be earlier if defense is prior to the last possible day	At least 10 days for the committee to read the final draft	April 23	May 18	
	3 days for student to make corrections to second draft	April 20	May 15	
	5 days for project chair to review second draft	April 15	May 10	
	5 days for student to make corrections to first draft	April 10	May 5	
	7 days for project chair to review first draft – First draft DUE to project chair	April 3	April 28	
IRB Considerations (only applies to studies that require IRB approval)	The IRB approval process can some time to get through depending on IRB scheduled meeting dates. Usually at least one draft of the IRB proposal documents will need to be reviewed by the project chair and changes are often required before it can even be submitted for approval. Almost all IRB proposals are returned from the IRB committee with required changes. This results in a need to resubmit IRB documents once again to IRB. In total, the IRB process can thus take a while. This is why students are encouraged to start (or complete) this process before the beginning of the semester in which they take ED 632.			

****Any exceptions to this calendar need to be negotiated with and approved by your project chair.****

IMPORTANT: You will enroll in ED 632 for 3sh when you are at the end of your program. If you do not finish your project, including the defense/presentation, before the end of the semester for which you enroll in the course, you must maintain ongoing enrollment in ED 732, 733, or 734 (in sequence), a 2 semester hour continuance/extension of the course, and you will be billed accordingly per semester that you continue to be working on your project. You may choose to not enroll during summer months, provided that you do not plan to use college resources (including faculty support on your project) and provided that you do not plan to defend in the summer. If you do plan to work with your project chair or defend your project during the summer, you must first check with your project chair to make sure that they are available during the summer to work with you. You must be enrolled during all Fall and Spring semesters until you complete and defend your project. You must be enrolled in ED 632 or a 2sh extension course during the semester that you defend your project. If you skip a semester of enrollment (other than summer) prior to completing your project, a grade of “F” will be entered for ED 632 and you will need to retake the course at the full 3sh tuition rate. Only three extension courses are available.