

## MA in Media Studies

### THESIS COMPLETION SUBMISSION TIMELINE

FALL 2025 and SPRING 2026

What follows is a recommended schedule that we hope will enable you to meet the **fixed and final deadlines** for complete, approved theses and thesis projects at the start of the 15<sup>th</sup> week of the semester.

*\*\*Note that the weeks of Thanksgiving in the Fall and Spring Break in the Spring are skipped in the 15 week count\*\** You and your advisors can work together to develop your *own* timeline, provided that you still adhere to the final deadline.

#### **The final submission deadlines are:**

**Fall (F): Monday, December 8, 5pm**

**Spring (S): Monday, May 4, 5pm**

#### **Week 7**

Your Primary Thesis Advisor deems your thesis or thesis project ready for formal review by the Second Reviewer. You provide copies of the complete draft/project to both committee members. Give the Second Reviewer at least three weeks to review your work and recommend revisions.

#### **Week 10**

You incorporate the Reviewer's recommended revisions, and submit a final draft of the thesis to the Primary Thesis Advisor.

#### **Week 12**

Your Primary Thesis Advisor reviews your final round of revisions and indicates his or her approval or asks for further revision until final approval is given.

#### **Week 14**

You produce final, copyedited, archive-quality copies of all thesis texts and production materials. **At this point – and not before – your Primary Thesis Advisor and Second Reviewer will sign your thesis title page.** Both committee members' signatures must appear on the cover page for the thesis to be considered complete. ***The Department cannot collect signatures on your behalf.*** Off-site students and students working with off-campus advisors should make special arrangements to obtain the requisite signatures via email and/or fax. Please ask advisors to submit this documentation to *you* – not to the Department; you must then include the documentation with your completed thesis.

#### **Week 15**

You submit all requisite materials, described in the Thesis Handbook, to the Thesis Coordinator at [asarop@newschool.edu](mailto:asarop@newschool.edu)