



## THESIS PROGRESS TIMELINE | Student Guidelines

### OVERVIEW

The Thesis Progress Timeline is a feature in the AAU online system that starts with Midpoint Review, follows your Thesis Progress throughout Directed Study, and ends with the Final Review. The Thesis Progress Timeline will include the following:

- Your Midpoint Thesis Proposals and Digital Portfolio
- Midpoint Review Committee Comments and Results
- Thesis Redirection Requests (as needed)
- Your Thesis Progress Reports (required 2x per semester, for each DS course)
- Instructor Progress Summary Reports
- Director and/or Thesis Advisor Comments
- Any additional comments or files you want to upload
- Your Final Review Thesis Book and Digital Portfolio
- Final Review Committee Comments and Results

The Thesis Tracking Timeline, and all files attached, is visible to you, your Director(s), your Thesis Advisor, your Directed Study Instructors, the Review Committee members, and your Academic Advisor.

### ACCESSING YOUR THESIS PROGRESS TIMELINE

Once your Midpoint is scheduled, you will have access your Thesis Progress Timeline through Dashboard/Portal>Thesis Progress. Once your Midpoint is complete, you will see your Thesis Proposal and the Midpoint Committee comments/results posted. You will also see a place to upload comments and files, and a place where your upcoming requirements will be posted. During your directed studies, this is where you will upload thesis progress reports. This is also the place to post project redirection requests for your department, and any other relevant comments you would like to share.

### THESIS ADVISOR

At the time of Midpoint Review, you will be assigned a Thesis Advisor by your department. Your Thesis Advisor will be your primary point of contact throughout your Directed Studies. He/she will be reviewing your work and progress made throughout your studies. The Thesis Tracking Timeline provides you with way to post your progress to date, and provides your Thesis Advisor with an easy way to periodically review your current progress, and provide comments in response.



### **THESIS PROGRESS SUMMARY REPORTS**

Twice during each fall and spring course of Directed Study, you will be asked to upload a Progress Summary Report (once per Directed Study course in the summer semester). There will be a prompt on your home page notifying you when these reports are due, and a link will be provided for uploading. This report is a series of questions that will help summarize the progress you have made to date with your project. It is a method of communicating to your Thesis Advisor, your Department Director, your current and future Instructors, and the Final Review Committee the status of the project at that given time in your studies. Please be sure to be detailed in your summaries, and post supporting files and documents as requested by your department.

In addition to your Progress Reports, you have the ability to post additional comments and supporting files at anytime by clicking on “Add Comment”.

### **TUTORIAL**

Please review the Thesis Progress tutorial for more information about how to use Thesis Tracking during your Directed Studies:

[THESIS PROGRESS TUTORIAL](#)

### **QUESTIONS**

If you have any questions about Thesis Progress or your Thesis Progress Timeline, please contact your Thesis Advisor or your Department Director.