

M.A. Student Timetables and Checklists

Department of English

English M.A. Option A: Thesis Timetable and Checklist

First Year

By the end of the second semester:

- Inform English department Graduate Coordinator of decision to pursue Option A.
- File Plan of Study Form with Graduate School.
- Choose between critical or creative thesis.
- Choose thesis topic and secure thesis advisor.
- Secure two additional English department faculty committee members.
- File Advisory Committee Request Form with Graduate School.
- Begin writing thesis proposal using English department's thesis proposal form.

Second Year

At the beginning of the first semester:

- Complete thesis proposal.
- Schedule thesis proposal presentation.
- Distribute hard copies of thesis proposal to committee members, including graduate faculty representative, at least ten working days prior to thesis proposal presentation.
- Meet with committee, including graduate faculty representative, for thesis proposal presentation.

During the second semester:

- Submit Graduation Application Form to Graduate School by deadline.
- Submit Change of Plan of Study Form to Graduate School if necessary.
- Complete thesis.
- Schedule oral exam.
- Submit Master's Oral Exam Form to Graduate School at least ten working days prior to the oral exam.
- Distribute hard copies of thesis and reading list to committee members at least ten working days prior to the oral exam.
- Sit for oral exam by deadline.
- Submit thesis to Graduate School for format check by deadline.
- Make any changes to thesis required by thesis committee or Graduate School.
- Submit completed thesis to Graduate School by deadline.

English M.A. Option B: Portfolio Timetable and Checklist

First Year

By the end of the second semester:

- Inform English department Graduate Coordinator of decision to pursue Option B.

Second Year

During the first semester:

- File Plan of Study Form with Graduate School.

During the second semester:

- Secure portfolio advisor.
- Secure two additional English department faculty committee members.

Third Year

During the first semester:

- Submit Graduation Application Form to Graduate School by deadline.
- Submit Change of Plan of Study Form to Graduate School if necessary.
- Complete portfolio.
- Schedule oral exam.
- Distribute hard copies of portfolio and reading list to committee members at least ten working days prior to the oral exam.
- Sit for oral exam by Graduate School capstone component deadline.
- Submit thesis to Graduate School for format check by deadline.
- Make any changes to portfolio required by portfolio committee.
- Submit completed portfolio to English department.

English M.A. Option C: Written Exam Timetable and Checklist

First Year

By the end of the second semester:

- Inform English department Graduate Coordinator of decision to pursue Option C.

Second Year

During the second semester:

- File Plan of Study Form with Graduate School.
- Secure exam advisor.
- Secure two additional English department faculty committee members.

Third Year

During the second semester:

- Distribute hard copies of reading list to all committee members.
- Provide copies of course syllabi to English department committee members as needed.
- Submit Graduate Application Form to Graduate School by deadline.
- Submit Change of Plan of Study Form to Graduate School if necessary.
- Schedule written and oral exams.
- Sit for written exams.
- Sit for oral exam by Graduate School capstone component deadline.