**Thesis Students: Due Date Worksheet for TTL Thesis Students and their Advisors**

This planning sheet is a tool to help students track their progress with program deadlines.

* Students, working with their advisors, should fill in specific dates for these deadlines.
* Graduate School deadlines are in **bold**.
* If students have questions about a deadline, or have circumstances that affect their ability to meet a deadline, they should discuss this with their thesis advisor or the graduate program director.
* All forms and information for Graduate School requirements are at http://gradschool.umbc.edu/graduation/reqs/masters/
* All forms and information for English Department requirements are at

http://english.umbc.edu/ma-program-2/

Prior to Engl 799

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| --- | --- |
| “Declaration of Graduate Faculty Advisor” form signed by thesis advisor due to English Dept. Reading list to be completed before 1st 799 semester. |   Due two months or more prior to enrolling in ENGL 799  |

First semester of Engl 799 (reminder: specify 3 credits when registering)

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| --- | --- |
| “Thesis Proposal Approval” form and a copy of the Proposal due to English Dept. Proposal must be completed before registration for 2nd semester of 799. | See detailed outline of due dates for both semesters of 799 below. |
| **Online training course in Responsible Conduct of Research (RCR) completed**  | **before end of semester** |

Second semester of 799 (reminder: specify 3 credits when registering)

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| **Application for graduation due to UMBC** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **9/15 for December graduation;** **2/15 for May graduation;** **6/15 for August graduation** |
| **“Final Master’s Examination Committee” form signed by committee due to Graduate School**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**2 months before thesis defense** |
| Completion of draft of thesis, due to committee. Defense is scheduled in consultation with advisor and committee | October 1 or March 1 |
| Advisor and committee’s revisions suggestions are due to the student. A formal meeting is held with student and all committee members. | October 15 or March 15 |
| **“Certification of Readiness to Defend the Master’s Thesis” form signed by committee due to Graduate School**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**2 weeks before thesis defense** |
| Thesis defense takes place a full two weeks before Grad School deadline for uploading (11/30 for fall; 4/30 for spring; 7/31 for summer). | November 15 or April 15 |
| **Thesis, thesis approval sheet signed by thesis advisor, and electronic publication form must be uploaded to UMI/ProQuest. Original of approval sheet must be submitted to Graduate School.** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **11/30 for December graduation;** **4/30 for May graduation;** **7/31 for August graduation** |
| **“Certification of Completion of Master’s Degree Requirements” form signed by thesis advisor and graduate program director due to Graduate School.** Assessment document due to GPD from Advisor. Students take online exit survey. | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****last day of semester** |

**English Department Deadlines for Two Semesters**

**of ENGL 799: Master’s Thesis Research**

**Semester Prior to Enrolling in ENGL 799**

Before enrolling in 799, the student must meet with their advisor to decide whether to do a thesis or a portfolio. If the thesis option is selected, a list of readings is agreed upon and is to be completed two months prior to enrolling in 799. The “Graduate Faculty Advisor” form, signed by student and advisor, is submitted to Graduate Program Director.

**First Semester of ENGL 799 – English Department Due Dates**

1**. Thesis proposal** draft is due in the hands of advisor and two committee members

October 15 or March 15

 2. Advisor and committee members return the proposal to the student with comments. A **formal meeting** is held at this time with the student, advisor, and committee members.

 November 1 or April 1

 3. Student revises the proposal and gets advisor and two committee members’ signatures on English Department’s **“Thesis Proposal Approval Form.”** Submits signed form along with a copy of the Proposal to the Graduate Program Director.

 November 15 or April 15

If the student meets these deadlines, they should begin immediately researching/drafting their thesis. They may enroll in the second semester of ENGL 799.

If the student does not meet these deadlines, the advisor will work with the student to decide upon an alternative schedule for graduation.

**Second Semester of ENGL 799 – English Department Due Dates**

 1. **Draft of thesis** is due to advisor and committee members, and the defense is scheduled in consultation with advisor and committee

 October 1 or March 1

 2. Advisor and committee members’ **revision suggestions** are due to student. A **formal meeting** is held at this time with the student, advisor, and committee members.

 October 15 or March 15

 3. Student **revises and defends** the thesis by

November 15 or April 15

 That is, the defense must take place at least 2 full weeks before the Graduate School deadline for uploading the final thesis (November 30 for Fall, April 30 for Spring, and July 31 for summer).

If the student meets these deadlines, they may graduate at the end of this semester.

If the student does not meet these deadlines, they may not graduate this semester. They will work with their Advisor to determine an alternate graduation date.

4. **Assessment:** Advisor and committee fill out and submit the thesis/defense assessment form to GPD. It is available at http://english.umbc.edu/files/2017/08/MA-Assessment-Form-for-Theses.pdf

5. Student takes **online exit survey** that assesses the MA program. It’s at

<https://umbc.co1.qualtrics.com/SE/?SID=SV_aeCFH93NN2sRu1D>