

English Department Deadlines for the Submission of Thesis and Portfolio Documents

Marshall University Due Dates through December 2019

Official Graduation Date (this is the date that will appear on your diploma)	December 13, 2019
DUE DATES	
Submit Application for Graduation Pay diploma fee in Bursar's office.	September 13, 2019
Comprehensive Exam Thesis/Dissertation Defense Submit Comprehensive Assessment Evaluation Form	Date determined by academic program (see below)
Submit ET Final Submission Form and upload approved ETD to ETD Administrator site for Graduate College review.	November 15, 2019
ETD must be approved by the Graduate College and all other requirements must be met.	December 16, 2019*
COMMENCEMENT EXERCISE	December 14, 2019
*When you review these due dates please note that the Graduate College review of theses/dissertations can take as little as a few days or as long as several weeks, depending on the edits that may be required and the number of ETDs waiting to be approved. If your work is not complete and approved by the Graduate College, you will not be able to graduate at this time.	

English Department Due Dates through December 2019

Based on the Marshall University due dates for the submission of thesis materials outlined above, the Department of English has developed recommended guidelines for the completion of capstone projects, including the thesis, portfolio, and comprehensive examination, in order to qualify for December 2019 graduation.

DUE DATES for December 2019 graduation	
Capstone prospectus due	At least one semester prior to the semester of the scheduled defense date
Comprehensive examination dates	November 14 and 15, 2019 (Week 12)
Materials due to full committee prior to thesis or portfolio defense	At least two weeks prior to the scheduled defense date*
Recommended deadline for the defense of the thesis	November 8, 2019 (Week 11) or sooner
Recommended deadline for the defense of the portfolio	November 15, 2019 (Week 12)
Absolute last day to defend portfolio for December graduation**	November 22, 2019 (Week 13)
*If you do not submit your defense-ready (revised to your committee's satisfaction) thesis or portfolio document to your full committee at least two weeks prior to your scheduled defense date, the defense will be postponed and you may not be able to graduate.	
**Please note that while technically Friday, November 29 is two weeks prior to the official graduation date of December 13, 2019, the University is on Thanksgiving break that week; therefore, Friday, November 22 is the de facto last day to defend the portfolio.	

English Department Suggested Guidelines for the Submission of Materials

In addition to following the recommended guidelines for the completion of capstone projects, the Department of English suggests that graduate students and faculty in English establish and maintain due dates for the submission of individual components of the thesis and portfolio. **Graduate students and faculty should consider the size, scope, and nature of the capstone project as well as the schedules/preferences of all parties involved when creating due dates.** The Graduate Programs Committee offers the chart below as an example or model of deadlines that allow for a December 2019 graduation.

DUE DATES for December 2019 graduation*	
Draft of chapter(s) to thesis/portfolio chair	August 30, 2019 (end of Week 1)
Revised chapter(s) to full committee	September 13, 2019 (end of Week 3)
Draft of chapter(s) to thesis/portfolio chair	September 27, 2019 (end of Week 5)
Revised chapter(s) to full committee	October 11, 2019 (end of Week 7)
Materials due to full committee prior to thesis or portfolio defense	At least two weeks prior to the scheduled defense date
*If you do not submit thesis or portfolio materials according to the outlined schedule, your defense may be postponed and you may not be able to graduate.	

Please note that students pursuing a **thesis** have an early due date of the final draft because theses **HAVE** to be uploaded and reviewed by the **Graduate College**.

Students pursuing a **portfolio** have more flexibility with the due date of the final draft because portfolios **DO NOT** have to be reviewed by the **Graduate College**.