

English Department Deadlines for the Submission of Thesis and Portfolio Documents

Marshall University Due Dates through May 2019

Official Graduation Date (this is the date that will appear on your diploma)	May 11, 2019
DUE DATES	
Submit Application for Graduation Pay diploma fee in Bursar's office.	February 8, 2019
Comprehensive Exam Thesis/Dissertation Defense Submit Comprehensive Assessment Evaluation Form	Date determined by academic program (see below)
Final draft of thesis/dissertation due to advisor. (Individual programs may have their own due date.)	February 25, 2019
Submit ET Final Submission Form and upload approved ETD to ETD Administrator site for Graduate College review.	April 12, 2019
ETD must be approved by the Graduate College and all other requirements must be met.	May 14, 2019*
COMMENCEMENT EXERCISE	May 11, 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 May 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 May 2019 graduation.

DUE DATES for May 2019 graduation	
Capstone prospectus due	At least one semester prior to the semester of the scheduled defense date
Comprehensive examination dates	April 11 and 12, 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	April 5, 2019 (Week 11) or sooner
Recommended deadline for the defense of the portfolio	April 19, 2019 (Week 13)
Absolute last day to defend portfolio for May graduation	April 26, 2019 (Week 14)
*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.	

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 May 2019 graduation.

DUE DATES for May 2019 graduation*	
Draft of chapter(s) to thesis/portfolio chair	January 18, 2019 (end of Week 1)
Revised chapter(s) to full committee	February 1, 2019 (end of Week 3)
Draft of chapter(s) to thesis/portfolio chair	February 15, 2019 (end of Week 5)
Revised chapter(s) to full committee	March 1, 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**.