**English Department Deadlines for the Submission of Thesis and Portfolio Documents**

**Marshall University Due Dates through May 2017**

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| **Official Graduation Date (this is the date that will appear on your diploma)** |  |   |  |   |   | May 2017 |
| **DUE DATES** |
| Submit [Application for Graduation](http://www.marshall.edu/graduate/application-for-graduation/)Pay diploma fee in Bursar’s office. |  |   |  |   |   | February 3, 2017 |
| Comprehensive ExamThesis/Dissertation DefenseSubmit [Comprehensive Assessment Evaluation Form](http://www.marshall.edu/graduate/files/2013/08/comprehensiveassessment.pdf) |  | **Date determined by academic program (see below)** |
| Final draft of thesis/dissertation due to advisor. (Individual programs may have their own due date.) |  |   |  |   |   | March 20, 2017 |
| Submit [ET Final Submission Form](http://www.marshall.edu/graduate/files/2013/05/ETDfinalsubmissionform.pdf) and upload approved ETD to ETD Administrator site for Graduate College review. |  |   |  |   |   | May 4, 2017 |
| ETD must be approved by the Graduate College and all other requirements must be met. |  |   |  |   |   | May 15, 2017\* |
| **COMMENCEMENT EXERCISE** |  |   |  |   |   | May 6, 2017 |
| \*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 2017**

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 2015 graduation.

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| **DUE DATES for May 2017 graduation** |
| Capstone prospectus due | At least one semester prior to the semester of the scheduled defense date |
| Comprehensive examination dates | April 13 and 14, 2017 |
| 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 or portfolio | April 28, 2017 |
| Absolute last day to defend thesis or portfolio for December graduation | May 3, 2017 (though thesis students should be mindful that if they need to revise, they may not graduate if they defend at this late date)  |
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| \*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 2017 graduation.

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| **DUE DATES for May 2017 graduation\*** |
| Draft of chapter to thesis/portfolio chair | January 27, 2017 |
| Revised chapter to full committee | February 10, 2017 |
| Draft of chapter to thesis/portfolio chair | February 24, 2017 |
| Revised chapter to full committee | March 10, 2017 |
| Draft of chapter to thesis/portfolio chair | March 24, 2017 |
| Revised chapter to full committee | April 7, 2017 |
| 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.  |