

**Graduate Studies Calendar  
Department of English  
Fall 2016-Summer 2017**

<b>Fall 2016 Semester</b>	
August 22	First day of Fall 2016 semester
August 26	Last day to enroll in courses, or to change sections, without financial penalty. For additional information about add, change, and drop dates, visit the academic calendar on the university website.
August 26	Last day to apply for Fall 2016 (December 2016) graduation (complete this form: <a href="http://graduate.missouristate.edu/catalog/graduation.htm">http://graduate.missouristate.edu/catalog/graduation.htm</a> )
August 26	<p>Due: "Comprehensive Examination Application/Results Form" (for the October 14 exam)*. Deliver your application form to the Graduate Director's mailbox in the English Department office. Your application form should be accompanied by approved questions (unless you are a creative writing or literature student who entered the program in or after Fall 2012, in which case you should simply indicate on the application form the two fields in which you will be taking exams).</p> <p>The application form is available online at <a href="http://graduate.missouristate.edu/currentstudents/Forms.htm">http://graduate.missouristate.edu/currentstudents/Forms.htm</a> (under "Forms").</p> <p>For a full explanation of the comprehensive exam protocol in your program and track, see your guide to the exam.</p> <p>Students will not be able to take the Fall 2016 exam unless they submit an application and approved questions by this date.</p> <p>*NOTE: M.A.-Writing students must also pass the oral examination, which is based on their portfolio. In consultation with two graduate faculty members (who will serve as the oral exam committee), a student should schedule a Fall 2016 oral exam to take place before December 5. The oral exam committee should inform the Graduate Director of the results before this date.</p>
September 5	Labor Day Holiday (no classes; offices closed)
October (whole month)	Graduate Student Advising: All graduate students should confer with their official advisors during this period to discuss progress and courses for Spring 2017. Students will be released for Spring 2017 registration at this time. Registration for Spring 2017 will begin by early November.
October 14	<p>Comprehensive Written Exams for M.A.-English, M.S.Ed.-English Education, M.A.-Writing, and M.A.S.L.A. (TESOL Track)* (from 8:45 to 1:30; location to be announced).</p> <p>*NOTE: In order to take the Fall 2016 exams, you must apply by August 26. (See above.)</p>
October 21	<p>Due: Next-to-final versions of theses and degree papers</p> <p>In order to give your committee members sufficient time to read and respond to a thesis or a degree paper by the official due date, November 21, you should submit a next-to-final version of the project to them no later than October 21.</p>

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November 21	<p>Due (deliver to Angie Anderson, Administrative Assistant, in the English Department office):</p> <p><u>Thesis</u>: Today is the last day to submit a thesis, along with the thesis signature page, to the English Department office.* See the department's guide to theses and degree papers. Also see the thesis resources at <a href="http://graduate.missouristate.edu/currentstudents/ThesisResources.htm">http://graduate.missouristate.edu/currentstudents/ThesisResources.htm</a>.</p> <p><u>Degree Paper</u>: Today is the last day to submit a degree paper and a completed "Seminar Report Form."* The form is available at <a href="http://english.missouristate.edu/assets/english/SeminarReportForm.pdf">http://english.missouristate.edu/assets/english/SeminarReportForm.pdf</a></p> <p><b>*NOTE: Students should leave thesis signature pages and seminar report forms with Angie Anderson and ask their readers to sign them. YOU ARE RESPONSIBLE FOR (A) NOTIFYING YOUR READERS BY EMAIL, NO LATER THAN NOVEMBER 21, THAT A SIGNATURE PAGE OR SEMINAR REPORT FORM IS AWAITING THEIR SIGNATURES IN ANGIE ANDERSON'S OFFICE AND THAT THEY MUST SIGN THE FORM BY NOVEMBER 28; (B) FOLLOWING UP TO MAKE SURE THAT THE READERS SIGN THE FORM BY NOVEMBER 28; (C) MAKING SURE THAT YOUR THESIS AND ACCOMPANYING DOCUMENTS ARE PROPERLY PRINTED AND FORMATTED BY NOVEMBER 28; AND (D) DELIVERING ALL REQUIRED DOCUMENTS TO THE GRADUATE COLLEGE BY NOVEMBER 28. UNDER NO CIRCUMSTANCES SHOULD YOU ASK ANGIE TO PERFORM THESE DUTIES FOR YOU. IF YOU ARE SUBMITTING A DEGREE PAPER, PLEASE ALSO PROVIDE A COPY OF IT TO ANGIE FOR THE DEPARTMENT'S FILE.</b></p>
November 21-15	Thanksgiving Holiday (no classes; offices closed November 23-25)
December 5	Last day to conduct M.A.-Writing oral exams for Fall 2016 graduation. (Students are responsible for scheduling their exams.)
December 8	Due: Comprehensive Exam Results (delivered to the Graduate College office by the Graduate Director)
December 8	<p>Due: Thesis Proposal (for students wishing to take ENG 799 in Spring 2017)</p> <p>In order to take ENG 799: Thesis in Spring 2017, a student must submit an approved thesis proposal to the Graduate Director by today. See the guide to ENG theses and degree papers for instructions on preparing and submitting the proposal.</p>
December 8	Last day of Fall 2016 classes
December 9	Study Day (no classes; offices open)
December 10-15	Final exam period
December 16	Commencement

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**Spring 2017 Semester**

**NOTE:** The following is tentative; it is subject to revision.

January 17	First day of Spring 2017 semester
January 20	Last day to enroll in full-semester courses, or to change sections, without financial penalty. For additional information about add, change, and drop dates, visit the academic calendar on the university website.
January 20	Last day to apply for Spring 2017 (May 2017) graduation (complete this form: <a href="http://graduate.missouristate.edu/catalog/graduation.htm">http://graduate.missouristate.edu/catalog/graduation.htm</a> )
January 20	<p>Due: "Comprehensive Examination Application/Results Form" (for the March 24 exam)*. Deliver your application form to the Graduate Director's mailbox in the English Department office. Your application form should be accompanied by approved questions (unless you are a creative writing or literature student who entered the program in or after Fall 2012, in which case you should simply indicate on the application form the two fields in which you will be taking exams).</p> <p>The application form is available online at <a href="http://graduate.missouristate.edu/currentstudents/Forms.htm">http://graduate.missouristate.edu/currentstudents/Forms.htm</a> (under "Forms").</p> <p>For a full explanation of the comprehensive exam protocol in your program and track, see your guide to the exam.</p> <p>Students will not be able to take the Spring 2017 exam unless they submit an application and approved questions by this date.</p> <p>*NOTE: M.A.-Writing students must also pass the oral examination, which is based on their portfolio. In consultation with two graduate faculty members (who will serve as the oral exam committee), a student should schedule a Spring 2017 oral exam to take place before May 8. The oral exam committee should inform the Graduate Director of the results by this date.</p>
February 20	President's Day Holiday (no classes; offices closed)
March (whole month)	Graduate Student Advising: All graduate students should confer with their official advisors during this period to discuss progress and courses for Summer 2017 and Fall 2017. Students will be released for Summer 2017 and Fall 2017 registration at this time. Registration for Summer 2017 and Fall 2017 will begin by early April.
March 1	<p>Due: New ENG graduate assistantship applications (deliver to Graduate Director's mailbox)</p> <p>If you are not already an ENG graduate assistant and you would like to apply for a GAship in the department, then you should submit an application no later than March 1. (By "application," we mean the application form and all of the other required application materials.)</p> <p>Although the Graduate Director will accept GA applications year-round, virtually all of our GA awards are made in the spring, following this due date.</p>

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<p>March 1</p>	<p>Due: Essay Submissions for Henigan Award</p> <p>Each year, the Robert Henigan Award honors the best critical essay by an English graduate student. The winning writer will receive an award of \$200 and will be invited to read part of the paper to faculty and fellow students at MSU (reading date T.B.A.). Here are the entry instructions.</p> <ul style="list-style-type: none"> <li>• Submit five (5) copies of an essay written for an English Department graduate course that has not previously been submitted for the Henigan Award. (Do not include on the essays any information identifying the writer; essays with identifying information will be disqualified.)</li> <li>• Submit a cover sheet listing name, e-mail/phone number, title of paper, class/semester for which the essay was written, and a brief abstract of the paper (no more than 250 words).</li> <li>• Deliver these items to the Graduate Director's mailbox.</li> </ul> <p><u>Additional Guidelines:</u> Entrants must be enrolled in an English Department graduate program at the time of submission; all entries must be typed and received by March 1 at 12:00 noon; only one essay per student may be submitted; the entry must be an essay written for a graduate course taken in MSU's Department of English; students who have previously been awarded the Henigan are not eligible to enter; all entries are expected to be spell-checked and carefully proofread. Essay evaluators may decline to read work that does not meet minimal professional and academic standards.</p> <p>The winner will be notified by email by April 15.</p>
<p>March 13-17</p>	<p>Spring Break (no classes; offices open)</p>
<p>March 17</p>	<p>Due: Next-to-final versions of theses and degree papers</p> <p>In order to give your committee members sufficient time to read and respond to a thesis or a degree paper by the official due date, April 17, you should submit a next-to-final version of the project to them no later than March 17.</p>
<p>March 24</p>	<p>Comprehensive Written Exams for M.A.-English, M.S.Ed.-English Education, M.A.-Writing, and M.A.S.L.A. (TESOL Track)* (from 8:45 to 1:30; location to be announced).</p> <p>*NOTE: In order to take the Spring 2017 exams, you must apply by January 20. (See above.)</p>
<p>April 10</p>	<p>Due: Presentation proposals for annual MSU Graduate Interdisciplinary Forum</p> <p>The Interdisciplinary Forum allows graduate students to share the research and creative work they have completed in their graduate programs with students and faculty from across campus and from area colleges and universities. The forum, which takes place on campus, includes both oral and poster presentations. For more information, see <a href="http://graduate.missouristate.edu/currentstudents/IDF.htm">http://graduate.missouristate.edu/currentstudents/IDF.htm</a>. You are by no means required to participate in the forum.</p>
<p>April 13-14</p>	<p>Spring Holiday (no classes; offices closed April 14)</p>
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April 17	<p>Due (deliver to Angie Anderson, Administrative Assistant, in the English Department office):</p> <p>Thesis: Today is the last day to submit a thesis, along with the thesis signature page, to the English Department office.* See the department's guide to theses and degree papers. Also see the thesis resources at <a href="http://graduate.missouristate.edu/currentstudents/ThesisResources.htm">http://graduate.missouristate.edu/currentstudents/ThesisResources.htm</a></p> <p>Degree Paper: Today is the last day to submit a degree paper and a completed "Seminar Report Form."* The form is available at <a href="http://english.missouristate.edu/assets/english/SeminarReportForm.pdf">http://english.missouristate.edu/assets/english/SeminarReportForm.pdf</a></p> <p><b>*NOTE: Students should leave thesis signature pages and seminar report forms with Angie Anderson and ask their readers to sign them. YOU ARE RESPONSIBLE FOR (A) NOTIFYING YOUR READERS BY EMAIL, NO LATER THAN APRIL 17, THAT A SIGNATURE PAGE OR SEMINAR REPORT FORM IS AWAITING THEIR SIGNATURES IN ANGIE ANDERSON'S OFFICE AND THAT THEY MUST SIGN THE FORM BY APRIL 24; (B) FOLLOWING UP TO MAKE SURE THAT THE READERS SIGN THE FORM BY APRIL 24; (C) MAKING SURE THAT YOUR THESIS AND ACCOMPANYING DOCUMENTS ARE PROPERLY PRINTED AND FORMATTED BY APRIL 24; AND (D) DELIVERING ALL REQUIRED DOCUMENTS TO THE GRADUATE COLLEGE BY APRIL 24. UNDER NO CIRCUMSTANCES SHOULD YOU ASK ANGIE TO PERFORM THESE DUTIES FOR YOU. IF YOU ARE SUBMITTING A DEGREE PAPER, PLEASE ALSO PROVIDE A COPY OF IT TO ANGIE FOR THE DEPARTMENT'S FILE.</b></p>
April 29	MSU Graduate Interdisciplinary Forum (exact schedule and location T.B.A.).
May 8	<p>Due: "Comprehensive Examination Application/Results Form" (for the June 16 exam)*. Deliver your application form to the Graduate Director's mailbox in the English Department office. Your application form should be accompanied by approved questions (unless you are a creative writing or literature student who entered the program in or after Fall 2012, in which case you should simply indicate on the application form the two fields in which you will be taking exams).</p> <p>The application form is available online at <a href="http://graduate.missouristate.edu/currentstudents/Forms.htm">http://graduate.missouristate.edu/currentstudents/Forms.htm</a> (under "Forms").</p> <p>For a full explanation of the comprehensive exam protocol in your program and track, see your guide to the exam.</p> <p>Students will not be able to take the Summer 2017 exam unless they submit an application and approved questions by this date.</p> <p><b>*NOTE: M.A.-Writing students must also pass the oral examination, which is based on their portfolio. In consultation with two graduate faculty members (who will serve as the oral exam committee), a student should schedule a Summer 2017 oral exam to take place before July 30. The oral exam committee should inform the Graduate Director of the results by this date.</b></p>
May 8	Last day to conduct M.A.-Writing oral exam for Spring 2017 graduation. (Students are responsible for scheduling their exams.)
May 11	Due: Comprehensive exam results (delivered to Graduate College office by the Graduate Director)

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May 11	<p>Due: Thesis Proposal</p> <p>In order to take ENG 799: Thesis in Summer 2017 or Fall 2017, a student must submit an approved thesis proposal to the Graduate Director by today. See the guide to ENG theses and degree papers for instructions on preparing and submitting the proposal.</p>
May 11	Last day of Spring 2017 classes
May 12	Study Day (no classes; offices open)
May 13-18	Final Exam period
May 18	<p>The Graduate Hooding Ceremony for M.A.-English, M.A.-Writing, M.S.Ed.-English Education, and M.A.S.L.A. (TESOL Track) students with Fall 2016, Spring 2017, and Summer 2017 graduation dates (from 4:00 to 6:00 PM in PSU 400)</p> <p>All English Department faculty and graduate students are invited.</p>
May 19	Commencement

<p><b>Summer 2017 Semester</b></p> <p><b>NOTE:</b> The following is tentative; it is subject to revision.</p>	
June 12	<p>Summer Session classes begin</p> <p>For information on the dates by which summer registration changes must be made, see the MSU Academic Calendar for Summer 2017.</p> <p>For information about the Summer 2017 final exam schedule, see the MSU Academic Calendar for Summer 2017.</p>
June 14	<p>Due: Next-to-final versions of theses and degree papers</p> <p>In order to give your committee members sufficient time to read and respond to a thesis or a degree paper by the official due date, July 14, you should submit a next-to-final version of the project to them no later than June 14.</p>
June 16	<p>Last day to apply for Summer 2017 (August 2017) graduation (complete this form: <a href="http://graduate.missouristate.edu/catalog/graduation.htm">http://graduate.missouristate.edu/catalog/graduation.htm</a>)</p>
June 16	<p>Comprehensive Written Exams for M.A.-English, M.S.Ed.-English Education, M.A.-Writing, and M.A.S.L.A. (TESOL Track)* (from 8:45 to 1:30; location to be announced)</p> <p>*NOTE: In order to take the Summer 2017 exams, you must apply by May 8. (See above.)</p>
July 4	<p>Independence Day Holiday (no classes; offices closed)</p> <p style="text-align: right;"><b>Cont'd on next page</b></p>

July 14	<p>Due (deliver to Angie Anderson, Administrative Assistant, in the English Department office):</p> <p>Thesis: Today is the last day to submit a thesis, along with the thesis signature page, to the English Department office.* See the department's guide to theses and degree papers. Also see the thesis resources at <a href="http://graduate.missouristate.edu/currentstudents/ThesisResources.htm">http://graduate.missouristate.edu/currentstudents/ThesisResources.htm</a></p> <p>Degree Paper: Today is the last day to submit a degree paper and a completed "Seminar Report Form."* The form is available at <a href="http://english.missouristate.edu/assets/english/SeminarReportForm.pdf">http://english.missouristate.edu/assets/english/SeminarReportForm.pdf</a></p> <p><b>*NOTE: Students should leave thesis signature pages and seminar report forms with Angie Anderson and ask their readers to sign them. YOU ARE RESPONSIBLE FOR (A) NOTIFYING YOUR READERS BY EMAIL, NO LATER THAN JULY 14, THAT A SIGNATURE PAGE OR SEMINAR REPORT FORM IS AWAITING THEIR SIGNATURES IN ANGIE ANDERSON'S OFFICE AND THAT THEY MUST SIGN THE FORM BY JULY 21; (B) FOLLOWING UP TO MAKE SURE THAT THE READERS SIGN THE FORM BY JULY 21; (C) MAKING SURE THAT YOUR THESIS AND ACCOMPANYING DOCUMENTS ARE PROPERLY PRINTED AND FORMATTED BY JULY 21; AND (D) DELIVERING ALL REQUIRED DOCUMENTS TO THE GRADUATE COLLEGE BY JULY 21. UNDER NO CIRCUMSTANCES SHOULD YOU ASK ANGIE TO PERFORM THESE DUTIES FOR YOU. IF YOU ARE SUBMITTING A DEGREE PAPER, PLEASE ALSO PROVIDE A COPY OF IT TO ANGIE FOR THE DEPARTMENT'S FILE.</b></p>
July 30	Last day to conduct M.A.-Writing oral exam for Summer 2017 graduation (Students are responsible for scheduling their exams.)
August 1	Due: Comprehensive exam results (delivered to Graduate College office by the Graduate Director)
August 2	Last day of classes
August 3-4	Final exams
August 4	Commencement