

**Graduate Studies Calendar**  
**Department of English**  
**Fall 2017-Summer 2018**

<b>Fall 2017 Semester</b>	
August 21	First day of Fall 2017 semester
August 25	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 25	Last day to apply for Fall 2017 (December 2017) graduation (complete this form: <a href="http://graduate.missouristate.edu/catalog/graduation.htm">http://graduate.missouristate.edu/catalog/graduation.htm</a> )
August 25	<p>Due: "Comprehensive Examination Application/Results Form" (for the October 27 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 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 Fall 2017 oral exam to take place before December 4. The oral exam committee should inform the Graduate Director of the results before this date.</p>
September 4	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 2018. Students will be released for Spring 2018 registration at this time. Registration for Spring 2018 will begin by early November.
October 12-15	Fall Holiday (no classes)
October 20	<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 20, you should submit a next-to-final version of the project to them no later than October 20.</p>

October 27	<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 2017 exams, you must apply by August 25. (See above.)</p>
November 20	<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>*NOTE: Students should leave thesis signature pages and seminar report forms with Angie Anderson and ask their readers to sign them. <b>YOU ARE RESPONSIBLE FOR (A) NOTIFYING YOUR READERS BY EMAIL, NO LATER THAN NOVEMBER 20, 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 27; (B) FOLLOWING UP TO MAKE SURE THAT THE READERS SIGN THE FORM BY NOVEMBER 27; (C) MAKING SURE THAT YOUR THESIS AND ACCOMPANYING DOCUMENTS ARE PROPERLY PRINTED AND FORMATTED BY NOVEMBER 27; AND (D) DELIVERING ALL REQUIRED DOCUMENTS TO THE GRADUATE COLLEGE BY NOVEMBER 27. 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 22-26	Thanksgiving Holiday (no classes; offices closed)
December 4	Last day to conduct M.A.-Writing oral exams for Fall 2017 graduation. (Students are responsible for scheduling their exams.)
December 4	<p>Due: Thesis Proposal (for students wishing to take ENG 799 in Spring 2018)</p> <p>In order to take ENG 799: Thesis in Spring 2018, 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 7	Due: Comprehensive Exam Results (delivered to the Graduate College office by the Graduate Director)
December 7	Last day of Fall 2017 classes
December 8	Study Day (no classes; offices open)

December 9-14	Final exam period
December 15	Commencement

<b>Spring 2018 Semester</b>	
<b>NOTE:</b> The following is tentative; it is subject to revision.	
January 16	First day of Spring 2018 semester
January 19	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 19	Last day to apply for Spring 2018 (May 2018) graduation (complete this form: <a href="http://graduate.missouristate.edu/catalog/graduation.htm">http://graduate.missouristate.edu/catalog/graduation.htm</a> )
January 19	<p>Due: "Comprehensive Examination Application/Results Form" (for the March 23 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 2018 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 2018 oral exam to take place before May 7. The oral exam committee should inform the Graduate Director of the results by this date.</p>
February 19	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 2018 and Fall 2018. Students will be released for Summer 2018 and Fall 2018 registration at this time. Registration for Summer 2018 and Fall 2018 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>
March 1	<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>
March 10-18	Spring Break (no classes; offices open March 12-16)
March 9	<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 16, you should submit a next-to-final version of the project to them no later than March 9.</p>
March 23	<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 2018 exams, you must apply by January 19. (See above.)</p>

March 29-April 1	Spring Holiday (no classes; offices closed March 30-April 1)
April 16	<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 16, 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 23; (B) FOLLOWING UP TO MAKE SURE THAT THE READERS SIGN THE FORM BY APRIL 23; (C) MAKING SURE THAT YOUR THESIS AND ACCOMPANYING DOCUMENTS ARE PROPERLY PRINTED AND FORMATTED BY APRIL 23; AND (D) DELIVERING ALL REQUIRED DOCUMENTS TO THE GRADUATE COLLEGE BY APRIL 23. 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>
May 7	<p>Due: "Comprehensive Examination Application/Results Form" (for the June 15 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 2018 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 2018 oral exam to take place before July 27. The oral exam committee should inform the Graduate Director of the results by this date.</b></p>
May 7	Last day to conduct M.A.-Writing oral exam for Spring 2018 graduation. (Students are responsible for scheduling their exams.)

May 7	<p>Due: Thesis Proposal</p> <p>In order to take ENG 799: Thesis in Summer 2018 or Fall 2018, 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 10	Due: Comprehensive exam results (delivered to Graduate College office by the Graduate Director)
May 10	Last day of Spring 2018 classes
May 11	Study Day (no classes; offices open)
May 12-17	Final Exam period
May 17	<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 2017, Spring 2018, and Summer 2018 graduation dates will be held from 4:00 to 6:00 PM in PSU 400.</p> <p>All English Department faculty and graduate students are invited.</p>
May 18	Commencement

<p><b>Summer 2018 Semester</b></p> <p><b>NOTE:</b> The following is tentative; it is subject to revision.</p>	
June 11	<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 2018.</p>
June 15	<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 13, you should submit a next-to-final version of the project to them no later than June 15.</p>
June 15	<p>Last day to apply for Summer 2018 (August 2018) graduation (complete this form: <a href="http://graduate.missouristate.edu/catalog/graduation.htm">http://graduate.missouristate.edu/catalog/graduation.htm</a>)</p>
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June 15	<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 2018 exams, you must apply by May 7. (See above.)</p>
July 4	Independence Day Holiday (no classes; offices closed)
July 13	<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>*NOTE: Students should leave thesis signature pages and seminar report forms with Angie Anderson and ask their readers to sign them. <b>YOU ARE RESPONSIBLE FOR (A) NOTIFYING YOUR READERS BY EMAIL, NO LATER THAN JULY 13, 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 20; (B) FOLLOWING UP TO MAKE SURE THAT THE READERS SIGN THE FORM BY JULY 20; (C) MAKING SURE THAT YOUR THESIS AND ACCOMPANYING DOCUMENTS ARE PROPERLY PRINTED AND FORMATTED BY JULY 20; AND (D) DELIVERING ALL REQUIRED DOCUMENTS TO THE GRADUATE COLLEGE BY JULY 20. 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 27	Last day to conduct M.A.-Writing oral exam for Summer 2018 graduation (Students are responsible for scheduling their exams.)
August 1	Due: Comprehensive exam results (delivered to Graduate College office by the Graduate Director)
August 1	Last day of classes
August 2-3	Final exams