

**Graduate Studies Calendar
Department of English
Fall 2018-Summer 2019**

Fall 2018 Semester	
AUGUST	
9-10	English Department Graduate Assistant Training, 1-5 p.m.
13	MSU New Graduate Student Orientation, 1-5 p.m., PSU Grand Ballroom Register Online: https://graduate.missouristate.edu/currentstudents/Orientation-Registration.htm
14	MSU New Graduate Assistant Orientation (REQUIRED), 8-11:45 a.m., PSU Theatre Register Online: https://graduate.missouristate.edu/currentstudents/Orientation-Registration.htm English Department New Graduate Assistant Training, 2-5 p.m.
15-17	English Department Graduate Assistant Training, 8:30 a.m.- 4:30 p.m. Second-year GAs must attend on August 16-17.
20	First day of classes
24	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.
24	Last day to apply for Fall 2018 (December 2018) graduation (complete this form: http://graduate.missouristate.edu/catalog/graduation.htm)
24	Due: “ Comprehensive Examination Application/Results Form ” (for the October 19 exam)*. Email your application form to ettamadden@missouristate.edu . Your application form should be accompanied by approved questions, unless you are a creative writing or literature student, in which case you should indicate on the form the two fields in which you will be taking exams. *NOTE: M.A.-Writing students must also pass an oral examination, based on their portfolios. In consultation with two graduate faculty members, each student should schedule any Fall 2018 oral exam for prior to December 3. Oral exam committees should inform the Graduate Director of results by this date. For an explanation of comprehensive exam protocol, see the guide to the exam for each area/track: https://english.missouristate.edu/graduate/grad-student-resources.htm
SEPTEMBER	
3	Labor Day Holiday (no classes; offices closed)
OCTOBER	Graduate Student Advising: Stay tuned for advising social date, TBA! All graduate students should confer with their official advisors during this period to discuss progress and courses for Spring 2019, and to be released for registration. Registration begins in early November.

11-12	Fall Holiday (no classes; offices open)
17	3MT – Three Minute Thesis Competition nominations due (details available here)
19	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). *NOTE: In order to take the exams, you must apply by the end of the first week of the semester.
22	Due: Next-to-final versions of theses and degree papers 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 26, you should submit a next-to-final version of the project to them no later than October 22
26	3MT – Three Minute Thesis Competition (details available here)
NOVEMBER	
20	Due (deliver to Angie Anderson, Administrative Assistant, in the English Department office): <u>Thesis</u> , along with signature page.* See the department's guide to theses and degree papers. Also see Graduate College thesis resources . <u>Degree Paper</u> , and a completed " Seminar Report Form ."* *NOTE: YOU ARE RESPONSIBLE FOR (1) 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 26; (2) FOLLOWING UP TO MAKE SURE THAT THE READERS SIGN THE FORM BY NOVEMBER 26; (3) MAKING SURE THAT YOUR THESIS AND ACCOMPANYING DOCUMENTS ARE PROPERLY PRINTED AND FORMATTED BY NOVEMBER 26; AND (4) DELIVERING ALL REQUIRED DOCUMENTS TO THE GRADUATE COLLEGE BY NOVEMBER 26. 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.
21-25	Thanksgiving Holiday (no classes; offices closed)
DECEMBER	
3	Last day to conduct M.A.-Writing oral exams for Fall 2018 graduation. (Students are responsible for scheduling their exams.)
4	Due: Thesis Proposal (for students wishing to take ENG 799 in Spring 2018) See the Guide to Theses and Degree Papers (ENG) for instructions on preparing and submitting the proposal.

6	Due: Comprehensive Exam Results (delivered to the Graduate College office by the Graduate Director)
6	Last day of Fall 2018 classes
8	Study Day (no classes; offices open)
8-13	Final exam period
14	Commencement

Spring 2019 Semester	
JANUARY	
11	Graduate Student Orientation
14	First day of classes
18	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.
18	Last day to apply for May graduation (complete this form).
18	Due: “ Comprehensive Examination Application/Results Form ” (for the March 22 exam)*. Email your application form to ettamadden@missouristate.edu . Your application form should be accompanied by approved questions, unless you are a creative writing or literature student, in which case you should indicate on the form the two fields in which you will be taking exams. *NOTE: M.A.-Writing students must also pass an oral examination, based on their portfolios. In consultation with two graduate faculty members, each student should schedule any Spring 2019 oral exam for prior to May 6. Oral exam committees should inform the Graduate Director of results by this date. For an explanation of comprehensive exam protocol, see the guide to the exam for each area/track: https://english.missouristate.edu/graduate/grad-student-resources.htm
FEBRUARY 18	President's Day Holiday (no classes; offices closed)
MARCH	Graduate Student Advising: Stay tuned for Advising Social information, TBA. All graduate students should confer with their official advisors during this period to discuss progress and courses and to be released for Summer and Fall 2019 registration. Registration will begin by early April.
1	Due: New ENG graduate assistantship applications . Email to ettamadden@missouristate.edu

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.).</p> <p>Guidelines:</p> <ul style="list-style-type: none"> • Submit by email to ettamadden@missouristate.edu an essay in PDF written for an English Department graduate course that has not previously been submitted for the Henigan Award. Remove from the essay any information identifying yourself as author. • Submit as a separate PDF a cover sheet listing your 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). <p>Entrants must be enrolled in an English Department graduate program at the time of submission; all entries must be received by 11:59 p.m.; 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 received the Henigan Award 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>
9-17	Spring Break (no classes; offices open March 12-16)
18	<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 29, you should submit a next-to-final version of the project to them no later than March 18.</p>
22	<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 exams, you must apply by the end of the first week of classes.</p>
APRIL	
18-21	Spring Holiday (no classes; offices closed April 19-21)
April 22	<p>Due (deliver to Angie Anderson, Administrative Assistant, in the English Department office): <u>Thesis</u>, along with signature page.* See the department's guide to theses and degree papers. Also see Graduate College thesis resources.</p> <p><u>Degree Paper</u>, and a completed "Seminar Report Form."*</p> <p>*NOTE: YOU ARE RESPONSIBLE FOR (1) NOTIFYING YOUR READERS BY EMAIL, NO LATER THAN APRIL 22, 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 29; (2)</p>

	FOLLOWING UP TO MAKE SURE THAT THE READERS SIGN THE FORM BY APRIL 29; (3) MAKING SURE THAT YOUR THESIS AND ACCOMPANYING DOCUMENTS ARE PROPERLY PRINTED AND FORMATTED BY APRIL 29; AND (4) DELIVERING ALL REQUIRED DOCUMENTS TO THE GRADUATE COLLEGE BY APRIL 29. 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.
MAY	
7	<p>Due: "Comprehensive Examination Application/Results Form" (for the June 14 exam)*. Email your application form to ettamadden@missouristate.edu. Your application form should be accompanied by approved questions, unless you are a creative writing or literature student, in which case you should indicate on the form the two fields in which you will be taking exams.</p> <p>*NOTE: M.A.-Writing students must also pass an oral examination, based on their portfolios. In consultation with two graduate faculty members, each student should schedule any Summer 2019 oral exam for prior to July 26. Oral exam committees should inform the Graduate Director of results by this date.</p> <p>For an explanation of comprehensive exam protocol, see the guide to the exam for each area/track: https://english.missouristate.edu/graduate/grad-student-resources.htm</p> <p>Students will not be able to take the Summer 2019 exam unless they submit an application and approved questions by this date.</p>
7	Last day to conduct M.A.-Writing oral exam for Spring 2019 graduation. (Students are responsible for scheduling their exams.)
7	<p>Due: Thesis Proposal</p> <p>In order to take ENG 799: Thesis in Summer 2019 or Fall 2019, 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>
9	Due: Comprehensive exam results (delivered to Graduate College office by the Graduate Director)
9	Last day of classes
10	Study Day (no classes; offices open)
11-16	Final Exam period
16	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 2018, Spring 2019, and Summer 2019 graduation dates. 4-6 PM, PSU 400. All English Department faculty and graduate students are invited.
17	Commencement

Summer 2018 Semester	
JUNE	
10	Summer Session classes begin. Summer registration changes without financial penalty must be made by June 14.
14	Last day to apply for Summer 2019 graduation (complete this form: http://graduate.missouristate.edu/catalog/graduation.htm)
14	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) *NOTE: In order to take the Summer 2019 exams, you must apply by May 7. (See above.)
17	Due: Next-to-final versions of theses and degree papers 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 20, you should submit a next-to-final version of the project to them no later than June 17.
JULY	
4	Independence Day Holiday (no classes; offices closed)
15	Due (deliver to Angie Anderson, Administrative Assistant, in the English Department office): <u>Thesis</u> , along with signature page.* See the department's guide to theses and degree papers. Also see Graduate College thesis resources . <u>Degree Paper</u> , and a completed " Seminar Report Form ."* *NOTE: YOU ARE RESPONSIBLE FOR (1) NOTIFYING YOUR READERS BY EMAIL, NO LATER THAN JULY 15, 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 22; (2) FOLLOWING UP TO MAKE SURE THAT THE READERS SIGN THE FORM BY JULY 22; (3) MAKING SURE THAT YOUR THESIS AND ACCOMPANYING DOCUMENTS ARE PROPERLY PRINTED AND FORMATTED BY JULY 22; AND (4) DELIVERING ALL REQUIRED DOCUMENTS TO THE GRADUATE COLLEGE BY JULY 22. 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.
26	Last day to conduct M.A.-Writing oral exam for Summer 2019 graduation (Students are responsible for scheduling their exams.)
30	Due: Comprehensive exam results (delivered to Graduate College office by the Graduate Director)
31	Last day of classes
AUGUST	
1-2	Final exams