**Thesis Due Dates for the Division of Literature and Languages**

Departments and Programs of American Studies, Chinese, Classics, Creative Writing, English, French, General Literature, German, Russian, and Spanish

**Division Due Dates for Fall-Spring Theses 2015-16**

**Fall Semester 2015**

**Sept 16** (Wed.), no later than 12 noon – The Information for Thesis form, which will be sent to students the first week of classes, must be turned in to the Division Administrative Assistant, Trina McLaughlin, ETC 112B, by all thesis students (including English majors), indicating a thesis adviser and topic have been chosen.

**Sept 30** (Wed.), no later than 12 noon – One (1) copy of a one or two-page statement of the thesis topic must be turned in by all thesis students (including English majors) to the Division Administrative Assistant, Trina McLaughlin, ETC 112B. Subject to the thesis adviser approval, this final proposal of thesis topic can be a copy or revision of an approved English or Creative Thesis Proposal.

**Nov 23** (Mon.), no later than 12 noon – Two (2) copies of a chapter or substantial section (approximately twenty pages) together with a brief prospectus of the remainder of the thesis must be turned in to the Division Administrative Assistant, Trina McLaughlin, ETC 112B. Well before this date, the Chair of the Division will have appointed a first reader for this material (in the normal course of setting up orals boards). The Division Administrative Assistant will distribute to the adviser and first reader, and schedule during the next two weeks an occasion in which each thesis student shall present his or her work for discussion. All members of the Division, both student and faculty, shall be invited to these discussions, but only the adviser, the first reader, and the student in question are obliged to attend.

**Nov 30-Dec 4** (M-F), Thesis Mini Orals with student, adviser and 1st reader will be scheduled by the Division to be held during the week at 4:30-5:15 pm and 5:20-6:05 pm. Schedule of assigned times will be sent to students and faculty in early November. **At the end of the semester**, the adviser shall give a grade evaluating thesis work during the fall.

**Spring Semester 2016**

**Mar 28** (Mon.), no later than 12 noon - DRAFT DEADLINE: This draft, and this draft only, may be submitted by email to your adviser, after obtaining your adviser’s permission. Make sure that your adviser confirms receipt of the draft with the Division Administrative Assistant. All students in the Division of Literature and Languages, with the exception of students writing creative theses, are required to submit one copy of a draft of the complete thesis on the first Monday after mid-semester break to the Division Administrative Assistant, Trina McLaughlin, ETC 112B. This draft should represent a complete, preliminary version of the thesis and should include a clearly articulated introduction and conclusion. Students should keep in mind that the Division recommends a length of 18,000-22,000 words (not including notes and bibliography). Your thesis adviser will read the draft and provide you with suggested revisions within one week. Any student who does not meet the draft deadline will not be guaranteed comments by their adviser. In addition, because the Division considers this an essential portion of the thesis course, any student who does not meet the draft deadline should not expect to graduate at the regular time. If, in spite of this, the thesis is accepted for graduation, the final grade for the thesis course may be lowered.

**Apr 29** (Fri.), no later than 3:00 pm – Senior theses are due in Registrar’s Office (4 copies with adviser’s signature on separate page).

**May 2-6** (M-F), Thesis Orals Boards (scheduled by the Division) will be held during the week at 10 am-12 noon, 1-3 pm or 3-5 pm. Schedules of assigned times will be sent to students and faculty in April.

**May 13** (Fri.), no later than 12 noon – **Bound copies** of senior theses with adviser’s signature on Approval Page are due in the library (2 copies).