HPM Master’s Essay
Timeline of Critical Events for Year of Graduation
Version: August 10, 2021

Mid-September – Submit Essay Proposal form for review and approval of Program Director and Vice Chair, Education (VCE)

Mid-October – Timeline for informal presentation of topics to Program Director

Late October – Student notified of approval to proceed

Mid-November – Outline of paper submitted to Primary Essay Advisor

Mid-December – Student schedules progress update with Primary Essay Advisor

Late January – First Draft to be submitted to Primary Essay Advisor *

Late February – Revised draft submitted to Primary Essay Advisor and 2nd Reader

Mid-March – Final draft submitted to Primary Essay Advisor and 2nd Reader (and 3rd Reader if applicable) for feedback

Late March – Target for scheduling Oral Presentations with your Essay Committee

No Later than first week of April – Oral Essay Presentations scheduled **

Mid-April – Student submits final version to D-Scholarship database

Mid-April – Faculty submit Essay Evaluations to Jess Dornin for approval by VCE

BY NO LATER THAN TWO WEEKS PRIOR TO GRADUATION –

- Student submits final manuscript copies for Departmental and School-level approval
- Deadline for submission to D-Scholarship submission (on-line)

[Failing to meet this deadline may delay graduation. If this occurs, you will be required to register for a Summer essay credit to satisfy the deadlines for summer graduation.]

* Check with your Primary Essay Advisor for approval to submit drafts to your 2nd Reader and 3rd Reader (if applicable).

** Student assumes responsibility for scheduling a 60-minute session to accommodate the availability of the Primary Essay Advisor, 2nd (and 3rd) Reader(s) and, when feasible, the Program Director.