

**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 2<sup>nd</sup> Reader

**Mid-March** – **Final draft submitted to Primary Essay Advisor and 2<sup>nd</sup> Reader (and 3<sup>rd</sup> 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 2<sup>nd</sup> Reader and 3<sup>rd</sup> Reader (if applicable).**

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