

## **STUDENT RESPONSIBILITIES**

While the Graduate Program Director and other faculty will help in any manner possible, graduate students are responsible for complying with all policies, regulations and procedures outlined in this handbook.

Each semester, the Registrar publishes the Master Schedule of courses. Students are expected to obtain a copy, and make an appointment with the graduate program director in order to discuss their course of study.

After they have completed 27 but preferably 30 of the 33 required credits, students are qualified to begin the process of writing the Master's Thesis in English.

At the beginning of each semester, the Graduate Program Director holds a Thesis Proposal Workshop where samples of past proposals are distributed and discussed, and questions regarding the proposal may be asked. Keep an eye out for it, or ask the Graduate Program Director when it has been scheduled.

Thesis proposals are due the semester before the student registers for English 699: Research and Thesis Seminar. The deadlines for submission of the thesis proposal are November 1<sup>st</sup> for the spring semester and March 15<sup>th</sup> for the fall semester. Upon approval by the graduate committee, the graduate program director notifies students that they are authorized to register for the seminar. She also provides a summary of the graduate committee's observations and comments on the proposal and suggestions for further research.

ENG 699: Research and Thesis Seminar is a seminar for graduate students in both concentrations who are writing their master's thesis. Under the direction of the seminar leader, students meet weekly in order to discuss their progress, articulate and solve problems encountered in their research and writing, and share their work with other writers/researchers.