

**HPM Master's Essay
Timeline of Critical Events for Year of Graduation**

September 15th – Submit Essay Proposal form for review and approval of **Program Director and Vice Chair, Education (VCE)**

October 15th –Timeline for informal presentation of topics to Program Director

October 30th – Student notified of approval to proceed

November 15th – Outline of paper submitted to Primary Essay Advisor

December 15th – Student schedules progress update with Primary Essay Advisor

January 30th – **First Draft to be submitted to Primary Essay Advisor ***

February 28th – Revised draft submitted to Primary Essay Advisor and 2nd Reader

March 15th – **Final draft submitted to Primary Essay Advisor and 2nd Reader (and 3rd Reader if applicable) for feedback**

Not later than March 24th – Schedule Oral Presentation with your Essay Committee

Not later than March 31st – **Oral Essay Presentation ****

Not later than April 15th –

- Student submits final manuscript copies for Departmental and School-level approval
- Student submits final version to D-Scholarship database
- Faculty submit Essay Evaluations to Jess Dornin for approval by VCE

[Failing to meet the April 15th 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.**