

**EGS-5**  
**English Graduate Studies Form EGS-5**  
**Ten-Month Prospectus Time Table for Students**

Please submit a copy of this form to the Director of Graduate studies to be kept in your file.

Name of Student: \_\_\_\_\_

Student's Program of Study: \_\_\_\_\_ Name of Advisory Committee chair : \_\_\_\_\_

**Date language requirement, departmental preliminary examination and course requirements completed:** \_\_\_\_\_ See relevant sections in the *Manual for Graduate Study* for further information.

Step 1: Formation of Advisory Committee **must be submitted within four months of the successful completion of the departmental preliminary examination. Changes to Plan of Study if necessary.** To be completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

An Advisory Committee must be formed and a letter from the student identifying the members of that committee must be submitted to the Director of Graduate Studies

Step 2: **Copies of a prospectus draft of approximately 5000 words in length must be submitted to the student's Advisory Committee Chair within seven months of the successful completion of the departmental preliminary examination or R&C course requirements. E-mail to English Graduate office when prospectus draft submitted.**

To be completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Step 3: File Paperwork to Schedule Prospectus

To be completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

At least ten working days before the exam is to be given, the student will complete Graduate School Form GS-8, "Request for Appointment of Examining Committee" and have it signed by the Chair of the advisory Committee.

Step 4: Defend Prospectus **within ten months of the successful completion of the language requirement, the departmental preliminary examination or completion of R&C course requirements.**

To be completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

**Unless the written prospectus is defended within this ten month deadline or an extension is granted, the student cannot register for teaching and for coursework for the following fall semester. In the event of a failed defense, the student has one additional month to defend the prospectus.**

Step 5: File Paperwork that Prospectus has been Successfully Defended

To be completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

After the Advisory Committee has administered and graded the Defense, it will report the results to the Graduate English Office on Graduate School Form 10, "Report of Preliminary Examination".

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Extension Date if requested:

In extenuating circumstances, students may petition their Advisory Committee Chair for an extension of time to complete the prospectus or to comply with other deadlines. (Such a petition should normally take place within a month of a given deadline.) The Advisory Committee Chair would then communicate, in a timely manner, his or her decision concerning an extension to the Director of Graduate Studies. If the advisory Committee Chair refuses to support the petition, the Director of Graduate Studies would review the situation, if the student so requests.

Current Date: \_\_\_\_\_ Extension given for: \_\_\_\_\_ new due date: \_\_\_\_\_

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Current Date: \_\_\_\_\_ Extension given for: \_\_\_\_\_ new due date: \_\_\_\_\_

cc: Graduate Office, Student, Advisory Committee Chair

