

**Thesis Proposal Form  
Department of English**

Please include a brief, one paragraph abstract of your thesis. If requested by your advisor, you may also attach a more extended prospectus and bibliography. The thesis proposal must be accompanied by a work plan that has been approved by your thesis advisor.

**Proposal Deadlines:** For Spring graduation, submit your proposal and work plan by **September 15**. For Fall graduation, submit your proposal and work plan to the Graduate Coordinator by **February 15**.

**Title:**

**Abstract:**

\_\_\_\_\_  
Student's signature Date

Approved:

\_\_\_\_\_  
Director of Thesis Date

\_\_\_\_\_  
Committee Member Date

\_\_\_\_\_  
Committee Member Date

\_\_\_\_\_  
Reviewed by: Director of Graduate Studies Date

## Work Plan

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Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Approved:

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Advisor's signature \_\_\_\_\_ Date \_\_\_\_\_

## Work Plan

The work plan is designed to help you make progress on your thesis and to ensure that you meet all departmental and Graduate School deadlines for completion of the thesis. Your work plan must include specific deadlines for completion of the main sections of the thesis as well as all official Graduate School deadlines. **Failure to meet the deadlines on your Work Plan may result in delayed graduation.** If your advisor determines that your progress is unsatisfactory or that your thesis requires additional revision, he or she may require you to submit a revised Work Plan, which may also delay graduation.

Submission of Declaration of Defense Form: **2 weeks before the defense date.**

Final Draft of the Thesis submitted to all Committee Members: **7 days before defense date.** (minimum: your advisor and committee may require additional time)

Thesis Defense: **Third week in October** (Fall Graduation) or **Second week in March** (Spring Graduation)

Initial Submission to the Library: **Fourth week in October** (Fall Graduation) or **Fourth week in March** (Spring Graduation)

Final Submission to the Library: **Third week in November** (Fall Graduation) or **Second week in April**

**n.b. Consult the current Graduate School Calendar for Exact Dates.**

Sample Work Plan\*:

September 15, 2015	Thesis proposal completed
October 1, 2015	Draft 1 of Chapter 1 to advisor
October 31, 2015	Draft 1 of Chapter 2 to advisor
November 30, 2015	Draft 1 of Chapter 3 to advisor
December 15, 2015	Draft 1 of Introduction and Conclusion to advisor
January 31, 2016	Revision of Chapters 1-3 completed
February 15, 2016	Revision of Introduction and Conclusion completed
February 19, 2016	Submit Declaration of Defense Form
February 26, 2016	Complete Draft of thesis to advisor and all committee members
March 4, 2016	Thesis Defense
March 24, 2016	Initial Submission to the Library
April 15, 2016	Submission of Library-approved Thesis

\* This sample Work Plan is an example. Depending upon the nature of your Thesis and the research and/or writing required, you may need to meet substantially earlier deadlines in order to complete your work effectively. Consult with your advisor about your Work Plan and attach a signed copy to your thesis proposal.