

## **MA Paper Timeline:**

**October-November** – The MA student develops a topic for the MA paper in consultation with their advisor(s). This will include a tentative plan for research and writing during the spring semester to meet the required deadlines.

**December 1** – Deadline for MA students to inform the DGS about the intent to take HIST 552/complete the MA paper, and/or graduate in the following spring semester. The student will complete a form that will need to be signed by the advisor. If the student has completed the paper in any of the previously taught sections of HIST 552, they still need to submit the form and comply with the submission deadlines in the following spring semester. If an MA student would like to graduate in the Fall semester of the following year, they need to inform the DGS about their intent at this time.

**February 1** – DGS appoints the evaluation committee and the committee members' names are sent to the student.

**First week of April** – MA paper due to the evaluation committee.

**Third week of April** – evaluations are due to the Chair of the committee, who is the HIST 552 instructor from the semester in which the paper was written. Each committee member will evaluate the paper based on the evaluation criteria specified in the MA Paper Guidelines. The instructor of HIST 552 will coordinate the evaluation process and convene the meeting of the committee to assign the final (letter) grade to the paper. The format of the meeting can be remote, hybrid, or in person. Faculty members will be encouraged to provide written comments to the student. Since the grade for the MA paper and for HIST 552 are separate, the student can still be expected to participate and further revise the paper for the purposes of HIST 552.

**Beginning of fourth week of April** – the chair of the committee sends the evaluation results to the DGS and GPC.

**May 1** – DGS office submits all paperwork to the College.

**Resubmission options:** If the MA paper is graded below B, the paper can be resubmitted up to two times (the standard for the exams retake). If the Paper is still graded below B, the student can request a GAC review.

## **Committee composition**

The DGS will assemble the evaluation committee at the beginning of the Spring semester. The committee will include the instructor of 552 (Chair), the MA student's advisor, and another specialist in the field appointed by the DGS in consultation with the main advisor.