

MA Thesis Prospectus Submission Process & Template

Reminder: Thesis prospectuses are due by week 10 of the Fall/Spring Semester

1. Once your thesis committee approves your prospectus (no later than the 10th week of the semester preceding enrolling in ENG 5950), you need to notify the Graduate Studies Director of its completion and complete other important tasks.
2. Copy the following template into your email and fill in the necessary information. Please remember to include a 2-3 sentence overview of your project and to copy the email to members of your committee.

Email Template:

Dear Graduate Studies Committee,

Please accept my thesis prospectus in the field of [literary studies, creative writing, or composition and rhetoric].

The members of my thesis committee are as follows, and they have approved my prospectus in its current form:

Director: _____
Reader: _____
Reader: _____

Brief Overview of My Thesis Project [2-3 sentences]:

I request to be enrolled in English 5950 (Thesis Writing) next semester for [3 or 6] credits.

Thank you for your consideration.

Sincerely,
[your name]

4. Address this email to the graduate studies director and **include your thesis committee members' emails in the CC (or carbon copy) line**; this step is very important since your email notification serves as your committee's electronic signature.
5. In order to create an archive of all thesis prospectus submissions you will also upload your approved prospectus in full through this Mach Form: <https://www.eiu.edu/english/machform/view.php?id=15348>. Once your email and MachForm submissions have been received, you will be enrolled in ENG 5950.