TO: M.A. in English Students

FROM: Prof. John Shanahan, Program Director

DATE: April 6, 2015

RE: MAE Final Requirement Submission

We are sending this memo with important details about registering for the Spring’15 MAE Final Requirement. Please read it carefully, print a copy for your records and if you have any questions, contact either me at jshanah1@depaul.edu or Ms. Jan Hickey, Assistant Director of Graduate Programs in English, at jhicke11@depaul.edu. A complete description of the Capstone Portfolio and Thesis Option can be found in Ex Libris : <http://depaulenggrads.wordpress.com/about/english-graduate-programs/mae-capstone-portfolio-requirement/> and on the MAE website: <http://las.depaul.edu/academics/graduate-programs/english-ma/Pages/degree-requirements.aspx>

**Who Needs to Register**: Current MAE students who have completed their course requirements and current MAE students who will complete their course requirements in Spring ‘15.

**Pre-Capstone/Thesis Information Session**: We will conduct an Information Session for the Capstone Portfolio Requirement and Thesis Option **on Saturday, April 25 in SAC 232**. From **10:00- 11:00**, I will explain the requirements for the Portfolio, describe how to submit your Portfolio materials using Digication, and answer any questions that you might have. From **11:00-12:00** I will discuss the Thesis Option with those students who choose it as a Final Requirement. If you are unable to attend this session, please contact me at jshanah1@depaul.edu to set up an individual appointment.

**Registration for Final Requirement**: If you plan on submitting your Portfolio or your Thesis in Spring ‘15, please send the following information by **April 20, 2015** to Ms. Jan Hickey at jhicke11@depaul.edu. It is very important that you submit this information so that we can send you updates throughout the quarter and results at the end of the quarter.

* Name
* Student ID#
* Current email address
* Current mailing address
* Phone #
* Final Requirement Choice (Capstone Portfolio or Thesis Option)

**Candidacy Continuation**: If you have completed your course requirements, you will need to register for English 502, Candidacy Continuation, for the Spring‘15 Quarter. ENG 502 requires a $40.00 fee. It allows your name to remain active in the PeopleSoft system, thereby making it easier to use the library, register for degree conferral, etc. **The last day to register for courses was April 3rd, so if you need to register for ENG 502 please contact Jan Hickey so that she can contact the LA&S Graduate Student Services Office.**

**Final Requirement Form for Students Submitting a Thesis**: The LA&S Graduate Student Services Office now requires that MAE students who submit a Thesis as Final Requirement complete and submit Final Requirement Form before their application for Degree Conferral will be considered. The new online version is available at <http://las.depaul.edu/WebMedia/StudentServices/GradFinalRequirements.pdf> . The process for submitting this form will be discussed during our meeting.

\*\*\*\*Students submitting a Capstone Portfolio as a Final Requirement do not have to submit the Final Requirement Form. We will send that information to the LA&S Graduate Student Services Office through the Department.