

**HPM Master's Essay
Tentative Timeline of Critical Events for April 2021 Graduations *
Version: January 13, 2020**

September 15, 2020 – Submit Essay Proposal form for review and approval of **Program Director and Vice Chair, Education (VCE)**

October 5-9, 2020 –Timeline for informal presentation of topics to Program Director (**date/time TBD**)

October 9, 2020 – Student notified of approval to proceed

November 6, 2020 – Outline of paper submitted to Primary Essay Advisor (PEA)

November 9 – December 14, 2020 – Student schedules progress update with PEA

January 29, 2021 – **First Draft to be submitted to PEA ****

February 26, 2021 – Revised draft submitted to PEA and 2nd Reader

March 19, 2021 – **Final draft submitted to PEA and 2nd Reader (and 3rd Reader if applicable) for feedback**

March 29-April 2, 2021 – Target for scheduling Oral Presentations with your Essay Committee

April 5 – 9, 2021 – **Oral Essay Presentations scheduled *****

April 12, 2021 – **Student submits final version to PEA with any necessary revisions. Student should also meet with Joanne Pegher, Office of Student Affairs (jpegher@pitt.edu) to review formatting details**

April 16, 2021 – **Faculty submit Essay Evaluations to Jess Dornin for approval of VCE**

BY NO LATER THAN April 16, 2021 –

- **Student submits final manuscript copies for Departmental and School-level approval**
- **Deadline for submission to D-Scholarship submission (on-line)**

[Failing to meet this deadline may delay graduation. If this occurs, you will be required to register for a Summer essay credit to satisfy the deadlines for summer graduation.]

* All dates given are “no later than” the date specified and are subject to change with due notice provided.

** Check with your Primary Advisor for approval to submit drafts to your 2nd Reader and 3rd Reader (if applicable).

*** Student assumes responsibility for scheduling a 60-minute session to accommodate the availability of the PEA, 2nd Reader and when feasible, the Program Director.