|  |  |
| --- | --- |
| **DATE** | **QP CHECKLIST AND RECOMMENDED TASKS** |
| end of Spring 2024 | Identify a Qualifying Paper (QP) topic based on a seminar paper written during the Fall 2022 or Spring 2023 semesters. Students are strongly encouraged to revise papers written for full-time faculty.  With Director of Graduate Studies (DGS) permission, students may adapt papers done for courses taken outside the department or taught by part-time faculty.  Meet with professor for whom you wrote the seminar paper to confirm that seminar paper will serve as a viable foundation for researching and writing a substantial QP. Ask this faculty member if he/she is willing to serve as your First Reader.  In consultation with First Reader, identify and contact two additional faculty members to serve as Second and Third Readers.  In consultation with faculty readers, identify areas for further research + development of your topic in order to write a substantial, publishable QP. |
| Summer 2024 | Begin additional research + development of your QP in anticipation of your QP first submission in November. Visit relevant collections and archives. Consult necessary primary and secondary source materials. Begin to assemble a comprehensive Annotated Bibliography and QP Outline to submit at the beginning of the Fall 2023 semester. |
| August 1, 2024 | Submit a 300-word written proposal of your QP topic to both the First Reader and the DGS). |
| September 6, 2024 | Submit Annotated Bibliography and QP Outline to both the First Reader and the QP Coordinator.  Submit Working Title / QP topic and names of your three faculty readers to the QP Coordinator by COB.  **It Is Your Responsibility To Make Regular Appointments With Your Advisor And Readers, preferably every 2-3 weeks.** |

|  |  |
| --- | --- |
| early Fall 2024 | Continue researching and developing your QP in anticipation of your QP first submission by early November. This first submission should already have a high degree of finish enabling faculty readers to provide extensive, constructive feedback for further research, writing, and documentation improvements culminating in the final QP.  Consult QP Guidelines to review formatting requirements and grading rubric. |
| Friday, November 1, 2024 | Submit one digital copy of QP first submission to [cahist@email.gwu.edu](mailto:cahist@email.gwu.edu) by COB.  Must include color images. |
| Saturday, November 2, 2024 | Participate in Annual GW/AU Graduate Student Art History Symposium and gain valuable feedback on your QP from colleagues + faculty mentors. |
| Late November 2024 | Receive feedback on first QP submission from faculty readers. In consultation with faculty readers make plans for how best to improve and build upon your QP first submission for final submission in Spring 2024. |
| December 2024 - February 2025 | Continue to revise QP in anticipation of submitting final paper to full faculty in early March.  Participate in QP Peer-Review Writing Group (February 2024) to gain feedback from your peers and support on your writing.  Consult QP Guidelines to review formatting requirements and grading rubric.  **Please Remember That It Is Your Responsibility To Make Regular Appointments With Your Advisor And Readers, preferably every 2-3 weeks.** |
| Friday, March 7, 2025  @ 3:00PM | Submit a digital copy of final QP to [cahist@email.gwu.edu](mailto:cahist@email.gwu.edu) . Must include color images. |
| Early April, 2025 | Students are notified of the results of their QP. If a QP is considered to be unacceptable, the author has one opportunity to resubmit the paper, which is due within a period of two weeks following notification from the QP Coordinator. |