

MFA THESIS AND GRADUATION CHECKLIST

This checklist is meant to assist you in the two semesters prior to your graduation. However, it is your responsibility to make sure that these things are done, and you graduate. This checklist does not take the place of reading the MFA Handbook (located on the MFA website, or in the MFA Office). Please familiarize yourself with it. Also, you should read the Graduate College's Master Degree Candidates Sheet (on the Graduate College website) for information about thesis and graduation. All forms pertaining to thesis and graduation can be found online, on the MFA website (under the link "Additional Resources for Students ") or on the Graduate College website.

NOTE: Deadline dates change each year. Check with the Graduate College or look on the Graduate College website for important deadlines.

After you have completed at least 30 credit hours, you may enroll in 5399 A & B for thesis credit hours, note:

- Thesis A & B must be taken in your final two semesters
- The semesters in which you are enrolled in thesis must be concurrent (i.e. Fall/Spring or Spring/Fall)

THE SEMESTER BEFORE YOU GRADUATE:

1. Before enrolling in 5399A

- In the fifth week of the semester prior to the year of your anticipated graduation, you may begin the process of finding out which of the MFA faculty members might direct your thesis. When an MFA professor has agreed to be your thesis director, you can provide Karen with their name and she will give you number to register for Thesis A. Also, notify the MFA office as to who will direct your thesis.

2. Request adjunct faculty reader via the MFA office

- The deadline is September 15 in the fall of your final year. No exceptions.

3. Request a Degree Outline Update from the MFA office during the semester prior to your anticipated graduation.

- Check your degree plan to make sure you are on track to meet all of the requirements to graduate. Consult with the MFA Coordinator if you are unsure.

2. Before enrolling in 5399B

- Fill out a Proposed Thesis Research Form. You can find this form on our website, under the links Additional Resources for Students or you can get these forms from the MFA office.
- Get signatures of all three thesis committee members (they must be graduate faculty),
- Give it to Karen Bryson for the Department Chair's signature and she will give you a number to register for Thesis B. She will also file the Proposed Research Form with Graduate School.

THE SEMESTER YOU GRADUATE:

1. **File for graduation.** You can do this on-line. Check the Texas State Academic Calendar or the Graduate College website for the exact deadline.
 - After you apply for graduation, Kristin McDaniel, in the Graduate Office, will be your primary resource for graduation matters. You can contact her via email or phone (km48@txstate.edu or 245-2814).
2. Submit your thesis draft with a cover letter to the MFA office for mailing to your adjunct reader.
 - The deadline for turning in your thesis draft to the MFA office for your adjunct reader is **the third Friday of February of your final semester.** If you do not have your thesis in by this deadline, you will forfeit having an adjunct reader. Per Tom, there will be no exceptions to this deadline.
3. Request a comprehensive exam from your thesis director by mid-semester.
 - You must complete your comprehensive exam no later than the 10th week of your final semester. Check the Graduate College website for the exact deadline.
4. Schedule your oral defense with your thesis committee, reserve the Brasher Room through Melody Edwards (me23@txstate.edu), or 245-3163). Please advise the MFA office as to whether your defense is open or closed.
 - Your defense must take place no later than 2 weeks prior to the deadline for your thesis submission to Graduate College. NOTE: Check the Graduate College website for the exact deadline.
5. Distribute your thesis to your 2nd and 3rd readers three weeks prior to your defense and **no later than 41 days prior to graduation.**
6. The day of your defense:
 - Take 2 Master's Comprehensive Exam Forms to your defense (to be signed by your thesis committee).
 - o These forms can be found on the MFA website (under the link Additional Resources for Students or you can get these forms from the MFA office.
 - Take 3 copies of your thesis signature pages to your defense. Your thesis committee will sign these.
 - A template for the thesis signature page can be found on the Grad College website--under thesis/dissertation information.
 - Signature pages must be printed on thesis quality paper, the same kind that you will use for your thesis.
7. Submit the original copy of the Comprehensive Examination Report with exam questions and reading list attached to Karen for the Department Chair's signature. Then, submit the original copy to the Graduate College. NOTE: Check the Graduate College website for the exact deadline.
8. Submit the second copy of the Comprehensive Examination report with exam questions attached to the MFA office.

9. Check the Grad College website information on formatting your thesis--under thesis/dissertation information. Also, check with the Graduate College, as they offer workshops in thesis preparation.

If you would like one on one help when formatting your thesis, please contact Teresa Quinn (tr19@txstate.edu) in the Graduate College. She will be happy to meet with you to explain the formatting in detail.

10. A draft of your thesis should be turned into the Graduate Office **no later than 24 days prior to graduation**. Check the Graduate College website for the exact deadline.

- The first thesis draft submitted to the Graduate College should be on standard printer paper or you can submit your thesis electronically on disk;
- The Graduate College might ask you to make minor changes in order to conform to their standards, so turn your thesis in as early as you can to give yourself time to make changes.

11. Along with the draft of your thesis, you should also turn in your signature pages (printed on thesis quality paper. For an example see: http://www.gradcollege.txstate.edu/docs/Thesis_Diss_Guide.pdf).

12. After making suggested changes in your thesis, submit your final thesis to the Graduate College on thesis quality paper. If you choose to submit electronically, you will submit one hard copy of your thesis and also a copy of it on disk. Or you can choose to submit only hard copies.

13. Submit final thesis copies to the Alkek Library for binding **no later than 5 pm on the Thursday that falls a week prior to graduation**. Check Graduate College website for the exact deadline.

- Submit 3 thesis copies if you want a bound copy on file in the MFA office or if you want one to keep for yourself. Submit 2 thesis copies if you do not want a third bound copy.

14. If want to have a bound copy of your thesis on file in the MFA office, please leave one with the MFA office.

- Note: This is optional, and only if you ordered a third copy of your thesis to be bound by the library. If you did not order a third copy bound, please submit printed copy of your thesis to the MFA office (this can be printed on regular paper).

15. Make sure the MFA office has a copy of your adjunct reader's critique.

16. For graduation dates and times, check the Graduate College website. You will calculate most of your deadlines from this date.