

MFA Degree Process

1. Acceptance + enrollment= Classified Standing

Talk with advisor about what to take if you have any questions.
Don't lose sight of why you are here: it's the writing.

Advice: don't put off your lit courses until the end.

2. Advancement to Candidacy

Do this by or during semester number three. Form tailored specifically to our program is available online at the DGS website.

This form has to be filed in cooperation with program coordinator/advisor (same person), so schedule an appointment when you get ready to do it.

Foreign language requirement must be met before filing the ATC form.
Graduate Writing Requirement must be met before filing the ATC form.

There is a deadline (DGS) for filing this form if you intend to enroll in thesis units the next semester.

3. Program Adjustment Request for a Master's Degree form

Any changes to your program (if you take classes other than you predicted on your ATC, for instance) must be addressed and approved via this form (available at DGS website). Most students have to file at least one of these.

4. Thesis Committee Form

Can't be filed before ATC is filed; must be filed before enrolling in thesis units.

a) Talk with faculty member who you want to work most closely with and ask that person to be chair of your thesis committee (signature needed).

b) Discuss who else should be asked to be on committee with the chair, and then get their agreement and signatures.

5. Registration for thesis units

This is done the same way you sign up for an Independent Study (orange form, permission number). Number of units can be 4-6, but must agree with what you listed on the ATC form.

Thesis process: decide on specifics with your thesis chair and committee.

Format, etc.: The thesis consultant at DGS offers workshops and individual help with this. The DGS office has a template to help you get your thesis into the required format.

Note: the deadline each semester for turning in an approved thesis is close to midterm. This means that in reality, you should have had your thesis *very* close to completed the semester before you expect to turn it in and graduate.

6. Application for graduation

Form and money. There is a deadline early every semester for this.