

M.F.A. GRADUATION CHECKLIST AND EXAMPLE TIMELINE
UNIVERSITY OF MISSISSIPPI ENGLISH DEPARTMENT

Graduate School (GS) forms available here:

<http://gradschool.olemiss.edu/current-students/forms-and-manuals-library/>

English Department / MFA forms here:

<http://mfaenglish.olemiss.edu/forms/>

Important Graduate School deadlines and processes:

<http://gradschool.olemiss.edu/current-students/the-end-game-preparing-to-graduate/>

NOTE: This checklist is designed to ensure that you are aware of the official forms and deadlines associated with the exam, thesis, and graduation process. For more general information — courses, degree requirements, etc. — please consult the MFA Handbook.

Fall of Second Year

Forming a Committee: contact prospective committee chair, second creative writing professor, and literature professor to form your thesis committee (see Handbook for more information).

- Submit completed GS2 Form: “Update/Change Advisor or Advisory Committee” to Graduate School. Need signatures of your advisor and either the MFA Program Director or the English Department Chair.

Spring of Second Year / Fall of Third Year

Book List: create a list of 30 books that demonstrates both breadth and depth in your field. You must get this list approved by your committee chair at least two weeks before scheduling your written exam. The book list itself does not need to be submitted officially to the department (see Handbook for more information).

- Submit completed MFA Form: “Rubric for Scoring Reading List” to the MFA Program Director.

Written Comprehensive Exam: Submit appropriate forms at least two weeks before exam date (see Handbook for more information). Exam is based on your booklist.

- Submit completed GS7 Form: “Authorization for Final Oral/Written Exam” to the Graduate School. (One form is sufficient to cover both exams; two separate forms are not needed.) Need signatures of all committee members and the English Department Chair, along with the title of the thesis manuscript.
- Submit completed MFA form: “Rubric for Scoring Written MFA Examination” to the MFA Program Director.

Spring of Third Year

- Submit completed GS8 Form: “Application and Instructions to Graduate” to the Graduate School. This deadline varies from year to year, but is always *very* early in the semester. (Yearly deadline posted on the GS website at the top of this checklist.)

NOTE: The entire exam, thesis, and graduation process must be completed and the appropriate forms *processed* by the Graduate School no later than the last day of classes (not exam week) the semester of graduation. Each step does not have a separate, official deadline, but everything listed below — along with the elements listed earlier, of course — must be completed well before the semester ends if you are to graduate on time.

Thesis: the final thesis manuscript must be submitted at least two weeks before the date set for the oral defense. This manuscript must consist of at least 48 pages of poetry or 120 pages of fiction. It does not need to comply with ProQuest formatting.

- Submit completed MFA Form: “MFA Thesis Assessment” to MFA Program Director. (Alternately, you can submit this form to your thesis chair during the oral defense.)

Oral Defense: the oral defense date should be set for two weeks after the thesis is submitted, in conjunction with your committee.

- Submit completed GS form: “Thesis Signature Page” to the Graduate School, pending the signature of the Graduate Dean (which will be added later). Need signatures of each committee member and the title of thesis manuscript.

Final Steps:

- The Report of Final Exam: this form will be emailed by the GS to your thesis chair after you turn in the GS7 Form, and will be presented to you following your oral defense. You will need the signatures of your committee members, and will then submit the completed form to the Graduate School.
- MFA Exit Interview: this form must be filled out and returned to the English Department or the MFA Program Director.
- ETD, or Electronic Thesis and Dissertations Rights, Permissions, and Contact Form (GS11 Form): you will need the signature of your thesis chair and the title of your manuscript, and will then submit the completed form to the Graduate School.
- ProQuest Upload: this process uploads your thesis manuscript to the ProQuest database. All instructions are on the GS website at the top of the checklist, as well as embargo options (to keep your thesis from being freely available via the database).
- SED Survey of Earned Doctorates: this survey is mandatory and will be emailed to you. It can also be found via the Graduate School website.

CONGRATULATIONS! YOU HAVE EARNED YOUR M.F.A. IN CREATIVE WRITING FROM
THE UNIVERSITY OF MISSISSIPPI !