

# MFA Final Year Checklist

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## Final Semester of 2<sup>nd</sup> year:

\_\_\_ Request MFA thesis director on March 1 and email the MFA office the name of your thesis director. You may not be able to work with your first choice as your thesis director. This decision is up to the faculty member, who will answer your request within a few days.

\_\_\_ Register for ENG 5399A through Taylor Cortesi (tc1224@txstate.edu), who will assign you a section and CRN number. When you write to Taylor, give her your name, thesis director, Texas State ID number, and tell her you need “Thesis A.”

## First Semester of 3<sup>rd</sup> year:

\_\_\_ Request Degree Audit update from Graduate Dept Admin by Sept. 15.

\_\_\_ Request adjunct reader through MFA Coordinator by Sept. 20.

\_\_\_ Register for ENG 5399B through Taylor. When you write to Taylor, give her your name, thesis director, Texas State ID number, and tell her you need “Thesis B.”

\_\_\_ Consult with your thesis director about who you would like to have serve on your thesis committee, and then ask two English Department faculty members to be your second and third thesis committee members. (Your second committee member may be an MFA professor.) Endowed Chair holders may not direct theses nor serve on thesis committees. Please select committee members by October 1.

\_\_\_ By November 1<sup>st</sup>, submit Thesis Proposal Form to the MFA office for Program Director’s signature. Your thesis proposal form must include *only* your thesis title and its description: novel, story collection, or poetry collection.

## Final Semester:

\_\_\_ File for graduation through the Graduate College in early February. **The Graduate College will not accept applications to graduate after the posted deadline.** (See note 2 on following page.)

\_\_\_\_ Submit thesis for adjunct reader to MFA Coordinator no later than **12 pm Feb. 17th**. If you miss this deadline, your thesis *will not* be sent to your adjunct reader. No exceptions. Turnaround time to receive your thesis manuscript is typically 6-8 weeks.

\_\_\_\_ Request a Comprehensive Exam from your thesis director in February. (See note 3 on following page.)

\_\_\_\_ Schedule thesis defense during the last two weeks of March or first week of April. Write to Shaula Rocha ([shaula\\_rocha@txstate.edu](mailto:shaula_rocha@txstate.edu)) to reserve the Brasher room or FH 376 for your defense. Check the Graduate College site for the dates by which you *must* complete your defense and deliver your thesis to the Graduate College:  
[http://www.gradcollege.txstate.edu/Thes-Diss\\_Info/T-D\\_Deadlines.html](http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html)

### **At Your Defense:**

\_\_\_\_ Bring one copy of the Comprehensive Exam Report and one copy of the Thesis Committee Approval Form. Your thesis director and committee members must sign these forms *at the* defense.

### **After You Defend:**

\_\_\_\_ Submit your Comprehensive Exam Report to Taylor Cortesi for the Department Chair's signature. She will forward it to the Graduate College and give the MFA office one copy for the program's records.

\_\_\_\_ Submit a signed copy of the Thesis/Dissertation Committee Approval Form to the Graduate College *with your thesis manuscript* by the posted deadline. The MFA website, under "Student Resources," links to a webpage with the Graduate College's deadlines and forms.

### **Notes:**

1. The date for submission of your thesis to your committee is agreed upon by you and your committee members. The Graduate College's deadline is *not* absolute. You may submit your thesis after the posted deadline, if your committee members agree, but you should submit your thesis *no later than* the first Monday following spring break. **The only date that you absolutely cannot miss is the date by which you *must* submit your thesis to the Graduate College.** This date is posted on the Graduate College website each semester.

2. The Graduate School Dean *will not approve any* request to extend the deadline to apply for graduation if a student does not file for graduation *by the posted* Apply for Graduation deadline. The deadline is posted on the Graduate College's website, and there is a link to the deadline page on the MFA in Creative Writing Program's website. If you miss the deadline, you *will not graduate or receive your diploma until the end of Summer II*. **NO EXCEPTIONS.**

3. You must pass a Comprehensive Examination. Your thesis director composes your exam question or questions. Submit your Comprehensive Exam to your committee with your thesis. After reading your exam, your committee members will sign the Comprehensive Examination Report for Master's Degree, indicating pass or fail, at the conclusion of your oral defense. **The result of the comprehensive examination *must* reach the Graduate College ten days before commencement, but it is recommended that you submit it along with your thesis.**

# Texas State University Thesis Proposal

Submit **one copy** of this form with **original signatures** to the Office of The Graduate College

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Major: \_\_\_\_\_

Style of manual to be used: \_\_\_\_\_

Tentative Title: \_\_\_\_\_

I submit for approval the following description of my Thesis Project:

Please attach on a separate page(s): the problem; research questions; proposed strategies for data collection and analysis; and source(s) of data. Information should be given in sufficient detail to enable the committee to give your proposed thesis intelligent consideration.

Does research involve **human subjects** (including surveys or use of secondary data)?  Yes  No

If yes, is Texas State IRB exemption or IRB Certificate of Approval attached?  Yes  No

Does research involves use of **vertebrate animals**?  Yes  No

If yes, provide Texas State IACUC approval code: \_\_\_\_\_

**Committee member signatures (minimum of three; must be approved graduate faculty):**

**Names and Department**

**Signatures and Date**

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Advisor signature (if required by graduate program)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean *or* Associate Dean of The Graduate College signature

\_\_\_\_\_  
Date

**Texas State University**  
**Thesis/Dissertation Committee Approval Form**

Submit **one copy** of this form with **original signatures** to the Office of the Graduate College **before** submitting your **thesis/dissertation** for review.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Name: \_\_\_\_\_ Degree: \_\_\_\_\_

Permanent Email: \_\_\_\_\_

The \_\_\_\_\_ committee for \_\_\_\_\_ certifies that this is the approved version of the following \_\_\_\_\_ and recommends that the \_\_\_\_\_ listed below be accepted in partial fulfillment of the degree requirements:

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Committee Members:

\_\_\_\_\_  
Committee Member, Chair/Co-chair

\_\_\_\_\_  
Committee Member, Co-Chair (if applicable)

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

**TEXAS STATE UNIVERSITY  
GRADUATE COLLEGE  
COMPREHENSIVE EXAMINATION REPORT  
FOR MASTER'S DEGREE**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date of Examination: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Examination: (Check one or both.)  Oral or  Written

Grade: (Check one.)  Passing  
 Failing

Describe the general nature of the examination:

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Committee Members:  
(Please list names and departments)

Signatures:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Graduate Advisor signature (if required by graduate program)

\_\_\_\_\_  
Department Chairperson signature

The original (**ONLY ONE COPY**) of this report must be submitted to the Office of the Graduate College no later than ten days before the date of anticipated graduation.