

MFA Final Year Checklist (for Dec. graduates)

Final Semester of 2nd year:

___ Request MFA thesis director on November 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 day or two.

___ Register for thesis 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 3rd year:

___ Request Degree Audit update from Graduate Dept Admin by February 15.

___ 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 February 15.

___ Register for Thesis 5399B through Taylor when registration opens on March 21. When you write to Taylor, give her your name, thesis director, Texas State ID number, and tell her you need “Thesis B.”

___ By April 1, submit your Thesis Proposal Form to the MFA office for Program Director’s signature. Your thesis proposal form must include *only* your (working) thesis title and its description: novel, story collection, or poetry collection. You can disregard the form’s questions about research methods.

___ Request adjunct reader through MFA Coordinator by April 15.

Final Semester:

___ File for graduation through the Graduate College in early September.
The Graduate College will not accept applications to graduate after the

posted deadline. DEADLINE IS OCTOBER 7. (See note 2 on following page.)

____ Submit thesis for adjunct reader to MFA Coordinator no later than **5pm on October 3**. 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 October. (See note 3 on following page.)

____ Schedule thesis defense during the last week of October or first week of November. The deadline to defend is **November 7**. Write to Shaula Rocha (shaula_rocha@txstate.edu) to reserve the Brasher room or FH 376 for your defense. Check the Graduate College deadline for the date 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

At Your Defense:

____ Bring one copy of the Comprehensive Exam Report. Your thesis director and committee members must sign the form *at the* defense.

After You Defend:

____ Submit your Comprehensive Exam Report to Dr. Lochman's administrative assistant (Karen Bryson's successor) for the Department Chair's signature. She will forward the form 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 by **November 14**.

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:

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:

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.