

## MFA – All Programs

### Fall, 1<sup>st</sup> Semester

- Take ENGL 501 if offered. If not, take it next fall (3<sup>rd</sup> term)
- ENGL 530 is required your 1<sup>st</sup> semester if you are a TA
- Begin taking workshops (there are 6 required!)
- Check in with Graduate Advisor to look at progress sheet
- Get in the habit of checking email regularly for important information

### Spring, 2<sup>nd</sup> Semester

- Continue taking workshops
- Begin informal thinking about shape and form of final, creative dissertation
- Begin discussions with faculty about COS Chair and Committee

### Fall, 3<sup>rd</sup> Semester

- Take ENGL 501 if it wasn't available previous fall
- Arrange for faculty member to serve as COS Chair. Work them to finalize remainder of COS by end of next term
- Begin to formalize shape and form of final, creative dissertation
- Start thinking about Comps essay shape and form

### Spring, 4<sup>th</sup> Semester

- Formalize COS and continue discussions on Comps and Dissertation form and shape
- File **Appointment of Advisor & COS form** with English Dept (internal, not GS) by end of term
- Continue work on dissertation manuscript
- Begin work on Comps essay. You can complete the essay this term or over summer if you like. To graduate by next spring, you need to complete it at least a few weeks before the end of next fall (5<sup>th</sup> semester).

## Fall, 5<sup>th</sup> Semester

-Complete Comps essay as outlined in Handbook and in consultation with COS no later than this term. You can write the bulk of this essay over the previous summer between Spring 4<sup>th</sup> and Fall 5<sup>th</sup> semesters to make this term a little easier.

-File **Announcement of Exam** at least two weeks before the COS evaluates the exam (this is one of two times you'll submit this). Submit your Comps essay no later than mid-November to allow yourself and your COS to complete your Application for Candidacy on time

-File **Application to Candidacy** form with GS once you pass your comps. This needs to be done by the last day of the semester prior to graduation but don't wait. File as soon as your comps are passed.

-Register for ENGL 699 for 3 hrs this term and 3 next term, or just 6 hrs next term. ENGL 699 will only count if comps are passed. *If you are starting ENGL 699 this term, comps must be passed this term.*

-Continue work on dissertation

## Spring, 6<sup>th</sup> Semester

-Form Dissertation Committee (DC) by adding additional, non-English faculty member to COS (in consultation with COS Chair).

-Register for ENGL 699 hrs (3 if 3 already taken, 6 if none yet taken. Minimum total is 6 overall)

-Complete dissertation with enough time to allow your DC to read your manuscript

-Schedule Dissertation Defense (Final Examination) with English Grad Office

-Submit **Announcement of Examination/Defense** form at least two weeks prior to Dissertation Defense. Remember to give your DC enough time to read your manuscript before your defense.

-Defend Dissertation mid-March to early-April.

-COS Chair will record and submit **Report of Examination** to GS by April 15<sup>th</sup> after your defense

-Submit Dissertation Manuscript to GS (MFA Dissertations are automatically embargoed for 99 years). Go to grad.unm.edu and click on the Resources tab for information on how to do this.

All paperwork, including your manuscript, must be to GS by April 15<sup>th</sup> for Spring graduation (July 15<sup>th</sup> for Summer graduation, November 15<sup>th</sup> for Fall graduation, no exceptions)

-Graduate!

*There is no petition for the 15<sup>th</sup> of the month final deadlines. Students who complete requirements after the deadline but before the end of that term can ask to invoke the GS Courtesy Policy. This means you don't have to register for classes the following term, but your graduation will be moved to that next term.*