

# MFA Grad File Check List

Name: \_\_\_\_\_

Grad. Date: \_\_\_\_\_

## FIRST YEAR

### FIRST SEMESTER

Information Sheet *beginning of semester*

- \_\_\_\_\_ Completed
- \_\_\_\_\_ Signed
- \_\_\_\_\_ Original to Grad Secretary

Graduate Committee/  
Mentoring Committee Form *beginning of semester*

- \_\_\_\_\_ Copy to student
- \_\_\_\_\_ Copy to Grad Secretary

Graduate Contracts *beginning of each semester*

- \_\_\_\_\_ Completed
- \_\_\_\_\_ Signed
- \_\_\_\_\_ Original to Grad Secretary
- \_\_\_\_\_ Copy to student

Graduate TA Time Sheet w/Ferpa Info

Program Of Study *after first grad committee meeting*

- \_\_\_\_\_ Completed (pencil draft copy)
- \_\_\_\_\_ Signed copy to Committee Chair & Grad Secretary

### SECOND SEMESTER

Committee Preference Sheet  
Sup. Grad. Comm. Approval *beginning of semester*

- \_\_\_\_\_ Copy to Grad Secretary

Program Of Study (2) *near end of semester*

- \_\_\_\_\_ Completed (hard copy)
- \_\_\_\_\_ Signed & copy to Grad Secretary

Probationary Review /Comprehensive Exam  
*by the end of the semester*

- \_\_\_\_\_ Signed & copy to Grad Secretary
- \_\_\_\_\_ Copy to Student

Breakdown of 60 Credit Hours:

- Major (26)
- Allied (10)
- Art History (6)
- Seminars & Critiques(12)
- Final Project: MFA (6)

## SECOND YEAR

### FIRST SEMESTER

Graduate Contracts *beginning of each semester*

- \_\_\_\_\_ Completed & Signed
- \_\_\_\_\_ Original to Grad Secretary
- \_\_\_\_\_ Copy to student

Application for Graduation *1<sup>st</sup> month of semester*

- \_\_\_\_\_ Completed & Signed
- \_\_\_\_\_ Signed copy faxed to graduation one semester before graduating (5-7860)

### SECOND SEMESTER

Orals Exam / (Final Exam for Graduate Exhibition) #6975-001 Paper & Artist Presentation #6975-002 *during final semester*

- \_\_\_\_\_ Completed
- \_\_\_\_\_ Signed
- \_\_\_\_\_ Original sent to Grad Secretary

Supervisory Committee Approval *During or after Orals –included in Final Project paper*

- \_\_\_\_\_ Completed
- \_\_\_\_\_ Signed

Final Reading Approval *during or after orals- included in Final Project paper*

- \_\_\_\_\_ Completed
- \_\_\_\_\_ Signed

MFA Documentation Form / Marriott Library Repository Form *After Orals*

- \_\_\_\_\_ Signed
- \_\_\_\_\_ Copy to Grad Secretary or Visual Specialist

Graduation Release

- \_\_\_\_\_ 1 Bound book returned from printer (Bookstore)  
(See requirements for Graduation release)

**Committee:**

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