

Deadlines for MFAs Graduating Spring 2010

Successful completion of the MFA Program requires a student “defense” of his or her thesis. (The defense is actually more like an extended conversation about the student’s writing and the final thesis.) We also require a final exam. The Graduate School considers our defense as the final exam, and that has led to some understandable confusion. In the timeline below, the Request to Admit Candidate to Final Examination form, and the Final Exam card are actually both documents required for the thesis defense (not for the MFA final exam). Just keep in mind that the Graduate School refers to our thesis defense as the Final Exam.

15 December: File up-to-date, accurate Plan of Study form. (You must have an up-to-date Plan of Study form to graduate.)

8 January: Student fees: all fees must be paid by this deadline or student will lose GTA stipend and be required to pay for tuition. (Students can now have these deducted from their wages, so they needn't be paid in full prior to the beginning of the term. Wage deduction isn't automatic, however. Students must set this plan up, if they want to avail of it.)

20 January: Submit draft of thesis to thesis director

1 March: Submit application for degree on HokieSPA. Graduate students must apply for graduation by this date. (\$25 fee will be assessed to your student account.)

Submit approved draft of thesis to readers

22 March: Submit final draft of thesis to director

1 – 16 April: Turn in Request to Admit Candidate to Final Exam form to Sally Wieringa. (\$20 fee will be assessed to your student account.) The Request to Admit Candidate to Final Examination form may be downloaded here:

[http://www.grads.vt.edu/forms/academics/Request to Admit Candidate to Final Exam.pdf](http://www.grads.vt.edu/forms/academics/Request%20to%20Admit%20Candidate%20to%20Final%20Exam.pdf)

The Final Exam Request form must be turned in **at least two weeks** prior to the date of your final exam (actually, your thesis defense, as explained above). It is an excellent idea, however, to submit it earlier. Prior to turning in the Final Exam form, you need to have set the exam (thesis defense) time and date, and know the building and room number where it will take place. Practically, this means that you should download The Request to Admit Candidate to Final Examination form in March. You should then fill out the form and have it signed by your committee members in time to turn it in to Sally Wieringa at least two weeks prior to your defense. Two weeks after turning in the form, your exam card will arrive in the English Department offices. You bring the exam card with you to your defense, and have it signed by your director and readers.

Turning in your Request to Admit Candidate to Final Exam form is often described as “requesting your final exam card.”

16 April: Absolute last day possible to turn in signed exam card to Sally Wieringa.

June 11th, 2010: Degree Completion Deadline; all requirements must be met to graduate during this term.