

MFA Thesis and Exam Timeline 2009 - 2010

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

20 January: Submit Draft of Thesis to Thesis Director

Director reads thesis. If revisions are requested, the director will always allow a minimum of two weeks to turn in the revised thesis. Director approves the thesis before the March 1st deadline to submit the approved draft to the committee's readers.

Students should be directed to our guidelines on ETD styles, available at <http://www.english.vt.edu/graduate/MFA/T&GDeadlines.html>, and to the graduate school's ETD information at <http://etd.vt.edu/>.

1 March: Submit Approved Draft of Thesis to Readers

Readers review thesis. If revisions are requested, the readers will always allow a minimum of two weeks to turn in the revised thesis. Readers approve the thesis before the March 22nd deadline.

22 March: Deadline for Submission of Final Draft of Thesis to Thesis Director

Director and readers approve final draft of thesis and director sets dates for the exam and the defense. The exam and defense need to be completed before May 5th. Graduate school must have the date of the defense two weeks in advance.

1 – 17 April: Student turns in Request to Admit Candidate to Final Exam form to Sally Wieringa. 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

The MFA exam will consist of a single question, written by the thesis director and approved by the readers. The candidate will have 48 hours to write a response to the question. **The exam should be completed and returned to the director at least 24 hours before the thesis defense.**

The defense is an extended conversation between the candidate and his or her committee. Candidates will be asked to talk at some length about the nature of their writing in general, and about their final thesis in particular. Candidates can expect to field questions about style, theme, content, and vision.

After the successful completion of the defense, the director and committee members sign the "exam" card. (The graduate school refers to the defense as the "exam." Our own MFA exam is something separate and different from the defense.) Students should also

submit the ETD approval form at this point, and it should be signed, along with the “exam” card, immediately after the defense.

The ETD should be uploaded as soon as the graduate school receives the signed approval form.

16 April: Absolute last day possible to turn in signed exam card to Sally Wieringa. Card should be turned in to Sally well before this date if possible.

5 May: Last day to defend your thesis.

19 May: Last possible day to submit your ETD. Please note that you are to submit your ETD no later than two weeks after the date of your defense.

11 June: Your ETD must have been approved by the Graduate School by this date and all other requirements for graduation must have been met.

Summary

Student submits thesis to director by January 20^h. Student and director work on thesis together, completing that process by March 1st, when the student then submits the approved thesis to the readers. The readers approve the thesis before March 22nd. If readers request changes, they must give the student two weeks to make the revisions. On March 22nd, the student turns in the final version of the thesis to the director. Before March 31st, the director sets the exam and defense dates. On or near April 1st, the student turns in the Request to Admit Candidate to Final Exam form to Ashley Hilton. Two weeks after submitting this form, the exam card will be sent the main office. The student picks up the exam card and brings it to the defense, along with the ETD approval form. After the defense, the director and readers sign both forms. Student turns in the exam card before April 16th.