General Checklist for Graduation from the MFA – Please see the Graduate College for specific dates and for the forms, as they may revise their dates.

- ☐ #1 Fill out and sign the MFA degree plan (use word document to type in) required to start Thesis hours to Grad Coordinator who forwards. As you wind down coursework, get ready for this step.

- ☐ #2 Contact and secure a Thesis Committee Chair (they will have a thesis I ENGL 7310 opened under their name with a seat for you, if they are available for your request. Please remind them to have a spot for you opened. Same for Thesis II ENGL 7311).

- ☐ #3 *Submit a Graduation Application* to the Graduate College office or via email at gradcertification@utrgv.edu by the deadline that applies to your plans (it can be moved back later if need be).

Graduation Term	Deadline
Spring	9 months prior to graduation
Summer	9 months prior to graduation
Fall	9 months prior to graduation

- ☐ #4 Application for Thesis Committee Typed (Thesis Chair signature, Grad Coordinator Signature then forwarded). Naturally, the Title and Description of the project may change. If committee membership changes, there is additional paperwork.

- ☐ #5 Draft of Thesis uploaded with Grad College. This is the ProQuest link on the graduate college website. Please note the style requirements for a thesis. The projects do not have to be complete drafts, but it does show your efforts to follow the style guidelines. Please note the deadlines for Draft Upload for graduating semester. https://www.utrgv.edu/graduate/for-new-and-current-students/thesis-and-dissertation/index.htm

- ☐ #6 Certification of Completion signed by committee members. Please bring the form to your defense: committee membership and other text on the form typed.

- ☐ #7 Final Draft of Thesis with Grad College and Certification form turned in. ProQuest again. Please note the final deadlines to upload.