

**MFA THESIS PROCESS AND DEADLINES**

	<b>FALL</b> (ALL steps must be completed by deadline dates if you wish to graduate in December.)	<b>SPRING</b> (ALL steps must be completed by deadline dates if you wish to graduate in May.)
1. First complete draft of thesis to chair and secondary readers (3 identical copies)	No later than mid-September.	No later than the last week of January.
2. Student revises thesis for committee prior to thesis defense. At this stage, your thesis should be as close to "perfect" as possible.	Ten days before scheduled thesis defense meeting, students must give revised thesis copies to chair and readers no later than mid-October.	Ten days before scheduled thesis defense meeting, students must give revised thesis copies to chair and readers no later than the last week of February.
3. Thesis defense--student meets with committee to determine overall quality of thesis; discussion of additional revisions.	No later than 4 weeks prior to Dean's deadline.	No later than 4 weeks prior to Dean's deadline.
4. Revised thesis to committee chair. All revisions determined necessary after defense meeting should be completed. Thesis chair will make recommendations for format/content changes.	Two weeks after thesis defense. No later than the last week of October.	Two weeks after thesis defense. No later than the second week of March.
5. Revised thesis from committee chair to GPD. GPD will read for format and make recommendations for revisions, if necessary.	Thesis returned to student for final format revisions by the first week of November.	Thesis returned to student for final format revisions by the third week of March.
6. Revised thesis (submit to GDP) to Dean's Office.	By mid-October.	By the end of March.
7. Five copies of (perfect) thesis to Registrar's Office.	Last day of classes.	Last day of classes.