

FIRST YEAR CALENDAR

January - Orientation week	Mandatory meeting with A&D Graduate Coordinator for ALL First Year Graduate students including TAs and non-TAs. Topic: MFA Qualifying Review
Mid-April	<p>First Year MFA Qualifying Review</p> <ul style="list-style-type: none"> ▪ Submit portfolio and statement of intent for MFA exhibition and research project to Graduate Director Office (guidelines attached) ▪ Set up appointment with Graduate Director for oral presentation to evaluation committee <p>Students who do not pass the qualifying review will NOT continue in the MFA degree program.</p>
By end of April	<p>Form graduate committee</p> <p>Committee composition:</p> <ul style="list-style-type: none"> ▪ One chair plus two or more members OR two co-chairs plus one or more members ▪ The chair or at least one co-chair must be a Purdue faculty member in graduate student's discipline. ▪ 51% of committee members must be Purdue faculty
April/May	<p>1st meeting with ENTIRE graduate committee</p> <p>Meetings with individual committee members are encouraged at any time, but these do NOT count as full committee meetings.</p> <p><i>Graduate students are responsible for contacting committee members to find a mutually agreeable date for committee meetings.</i></p>

SECOND YEAR CALENDAR

August/September	<p>2nd meeting with ENTIRE graduate committee</p> <ul style="list-style-type: none"> ▪ Draft formal MFA exhibition and research project proposal. ▪ If thesis will not be based on MFA exhibition, then submit separate research proposal. ▪ Outline plan of study with committee chair/co-chairs.
Dead Week or Finals Week	<p>3rd meeting with ENTIRE graduate committee</p> <p>Oral presentation of final MFA exhibition and research project proposal(s) to all interested faculty and graduate students.</p> <p><i>Graduate students are responsible for contacting committee members to find a mutually agreeable date for oral presentation.</i></p>
January - Orientation week	<p>Mandatory meeting with A&D Graduate Coordinator for ALL Second year Graduate students including TAs and non-TAs. Topic: Electronic Plan of Study, Mandatory MFA Graduate Candidate Form</p>
February 1st	<p>Last date to submit DRAFT of Electronic Plan of Study via myPURDUE</p>
March 1st	<p>Last date to submit FINAL Electronic Plan of Study via myPURDUE</p>
February/March	<p>4th meeting with ENTIRE graduate committee Report on progress of work towards exhibition and thesis</p>
April /May	<p>5th meeting with ENTIRE graduate committee</p> <ul style="list-style-type: none"> ▪ Report on progress of work towards exhibition and thesis ▪ Committee Chair approves MFA exhibition contract.

THIRD YEAR CALENDAR

August Orientation Week	Exhibition Schedule ready for Spring MFA exhibition assignments
August/September	6th meeting with ENTIRE graduate committee Report on progress of work for exhibition and thesis
Mid-September	FIRST DRAFT of written component due to Committee Chair Chair must respond with comments within TWO weeks.
November/December	7th meeting with ENTIRE graduate committee Report on progress of work for exhibition and thesis
Friday of Dead Week	Complete MANDATORY MFA GRADUATION CANDIDATE FORM. Obtain signature of Major advisor and give to Graduate Secretary <u>by Friday of Dead Week</u>. Upon receipt of this form, student will be registered as a candidate for spring graduation.
January-Orientation week (Thursday before classes begin)	Mandatory meeting with A&D Graduate Coordinator for ALL Third Year Graduate students including TAs and non-TAs. Topics: Thesis preparation, Candidate status, corrections to EPOS, Exit Checklist
End of January	SECOND DRAFT of written component due to Committee Chair Chair must respond with comments within TWO weeks.
January/February	8th meeting with ENTIRE graduate committee Report on progress of work for exhibition and thesis
Mid- March	FINAL DRAFT of written component due to ENTIRE graduate committee Committee must respond with comments within TWO weeks.
Two Weeks before Oral Exam IMPORTANT!!! Inform Graduate Secretary of your Oral Defense date ASAP to allow sufficient time to send in form GS-8.	<p>Thesis option: Last date for Graduate School to receive Form GS-8, Request for Appointment of Examining Committee.</p> <ul style="list-style-type: none"> ▪ Schedule Oral Defense with entire committee to take place during exhibition. ▪ Submit thesis to A&D Department thesis checker for format approval. <p>Non-thesis option: File GS-8 only if examining committee will be different from EPOS committee. Schedule Oral Defense with entire committee to take place during exhibition.</p>
Exhibition Week	ORAL DEFENSE with ENTIRE graduate committee, Form GS-7 Last week for exhibition is the week before dead week (second to last week of classes).
Friday of Finals Week	Last date to deposit final MFA documentation with Art & Design Graduate Director. SEE Exit Checklist.

THIRD YEAR

M.F.A. Exhibition Project

Candidates are required to present a substantial and professional-quality gallery installation of their M.F.A. exhibition project. This body of work will demonstrate professional competence in studio art or design. Candidates also are required to present a public gallery talk during their exhibition.

The M.F.A. exhibition is work created specifically in response to the candidate's MFA project proposal and approved by their graduate committee.

The M.F.A. Exhibition is *not* a retrospective of all work produced since the student entered the graduate program.

M.F.A. Written Component: Thesis and Non-thesis options

All M.F.A. candidates produce a written component as part of the requirements of the degree. The student's graduate committee will determine whether the written component is to be a formal thesis or a non-thesis.

The **formal thesis** is a scholarly research project on the objectives, theoretical context, and/or historical and cultural points of reference of the M.F.A. work. Candidates writing a formal thesis must register for six hours of A&D 698 (Research MFA Thesis) in addition to the 60 hours required for the M.F.A. They must also adhere to the Graduate School thesis requirements. For more information see: <http://www.gradschool.purdue.edu/thesis.cfm>.

The **non-thesis** written component might be a process paper, a research paper, or other written creative endeavor, such as an artist book. Candidates not required to write a formal thesis are also *not* required to take research hours in addition to the 60 hours required for the M.F.A.

The written component (whether thesis or non-thesis) does NOT constitute nor substitute for the exhibition of the final body of work.

THESIS OPTION: Graduate School Deadlines

For further details, go to <http://www.gradschool.purdue.edu/calendar/calendar.cfm?type=Deadlines>

For information on thesis format and deposit, go to: <http://www.gradschool.purdue.edu/thesis.cfm>

Two Weeks before Oral Exam	Last date for Graduate School to <u>receive</u> Form GS-8, Request for Appointment of Examining Committee. http://www.gradschool.purdue.edu/faculty/resources/
Friday before Dead Week	Completed Form GS-7 (Report of Master’s Examining Committee) must be turned in no later than 12 noon to the A&D Graduate Secretary.
<p>Friday of Dead Week</p> <p>Make an appointment to deposit thesis by phone (765-494-2600) or e-mail markj@purdue.edu or apark@purdue.edu or submit online form found on thesis website.</p>	<p>Last date to submit MFA thesis via Electronic Thesis Deposit (ETD) with the Graduate School.</p> <p>MFA candidates must also turn in all required forms (including GS-9 original) at mandatory, scheduled final appointment in the Thesis/Dissertation Office, Room 170, Young Hall (YONG).</p> <p>WARNING: DO NOT WAIT UNTIL THE DEADLINE TO MAKE APPOINTMENT. If the Graduate School finds that your thesis does not meet formatting requirements, your graduation date may be delayed.</p>

NON-THESIS OPTION: Graduate School Deadlines

For further details, go to <http://www.gradschool.purdue.edu/calendar/calendar.cfm?type=Deadlines>

Two Weeks before Oral Exam	File Form GS-8, Request for Appointment of Examining Committee. http://www.gradschool.purdue.edu/faculty/resources/ only if your examining committee differs from the graduate committee listed in your EPOS.
Friday before Dead Week	Completed Form GS-7 (Report of Master’s Examining Committee) must be turned in no later than 12 noon to the A&D Graduate Secretary.