

MANDATORY MFA GRADUATION CANDIDATE FORM

(8/11)

Student's name _____ Advisor's name _____

Congratulations! You are approaching the final steps in earning your degree. The purpose of this form is to confirm that you expect to complete all departmental and graduate school requirements which will make you eligible to register for candidacy. Complete all items on the checklist, have your advisor initial the last item, and return it to Jill Stickrod in the A&D office **before the deadline to declare candidacy** (see Graduation deadlines). Upon receipt of this form, you will be added to the candidate list.

- Plan of study was submitted and reached the Graduate school for approval by the deadline. (see Graduation deadlines; for MFA and MA in Art Education, this is completed no later than the graduate school deadline in the semester prior to the graduation semester)
- All courses listed on the plan of study have been or will be completed by the end of the semester in which I plan to graduate. All incomplete grades have been resolved.
- I have compared my transcript with my plan of study to make sure that AD 590, 640, 690 and 691 independent study course titles match.
- All necessary changes have been made to the plan of study. (added or deleted courses, change of committee members, correct course titles)
- I have reviewed my transcript to confirm that I will have completed the required number of credits and courses for graduation by the end of the semester in which I plan to graduate. (60 for MFA non-thesis, 66 for MFA thesis option, Art Education: 33 for both non-thesis and thesis options)
- I have reviewed my transcript to confirm that I have fulfilled all curricular deficiencies required for admission to the MFA program by taking the required number of undergraduate- and/or graduate-level credits.
- MFA and MA in Art Education Thesis Option students – I have double checked to make sure that I have the required number of credits listed on my EPOS plus the required number of thesis credits (AD 69800 Research MA or MFA Thesis) listed on my transcript. MFA Thesis Option = 66 hrs: 60 hrs listed on EPOS plus 6 hrs of AD 69800. MA in Art Education Thesis Option = 33 hrs: 27 hrs listed on EPOS plus 6 hrs of AD 69800. Thesis credit hours are listed on my transcript as well as in a Supplementary Note in my EPOS.
- I have met with my advisor to discuss my intention to graduate. _____ (Advisor's initials)

I have thoroughly reviewed my plan of study and transcript, and affirm that I meet all expectations and requirements on the checklist above. I understand that failure to complete all requirements and receive the approval of my committee will result in my failure to graduate.

Please add me to the candidate list for _____ (semester) _____ (year)

Student's signature _____ Date _____

Advisor's comments:

Copies to: A&D Graduate Studies office
Student
Advisor

Important note: The student is responsible for ensuring that all degree requirements and deadlines are met. Neither the advisor nor the AD Graduate Studies Office is accountable for the failure of a student to fulfill this responsibility.