

MANDATORY MFA GRADUATION CANDIDATE FORM

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 Sally (Sara) Unser 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). 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.
- 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 the course numbers and titles match and 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.
- I have reviewed my transcript to confirm that I have fulfilled all art or design history deficiencies required for admission to the MFA program by taking the required number of undergraduate- and/or graduate-level credits.
- 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