

Quick Reference Sheet for the MA/MFA Programs

When...	You should...
You're halfway through your coursework... (after 15 credit hours MA and after 18 credit hours MFA)	Submit a <i>Plan of Study</i> form to the Graduate College. You can find this at MyFau – just click on the Graduate College tab and then “My POS.”
You have most of your coursework done and are ready to write a thesis proposal...	Enroll in thesis hours and get your committee together. (Thesis Proposal N/A for MFAs —see your chair about the Thesis Document instead, though MFAs are still required to complete the <i>Thesis Topic Approval Form</i>)
You have arrived at your first semester of thesis hours...	If an MFA , have your <i>Thesis Topic Approval Form</i> and your <i>Master's Committee Approval Form</i> signed by your entire committee before the semester begins . If an MA , have your <i>Master's Committee Approval Form</i> signed by your entire committee by the time you are halfway through the semester. (unless you are taking all six hours at once, then you must turn this document in first) . Have your chair email your advisor to register for thesis hours.
You are in the semester prior to the one in which you plan to graduate...	Make sure you have an approved <i>Plan of Study</i> form on file with the Graduate College, or you will not be able to graduate.
You are in the semester in which you plan to graduate...	Submit an <i>Application for Degree</i> to the Graduate College by the Application for Degree deadline, early in the semester. Submit your signature page to graduatewriting@fau.edu for formatting review, see Graduation Deadlines. MFA students should also notify the Graduate College of their thesis defense date at this time.
It is four weeks before the Thesis Submission deadline...	Thesis committee final review of your draft. Submit an electronic draft of your manuscript graduatewriting@fau.edu for a format check before you collect signatures. For MFAs Only: Have your defense scheduled.
It is two weeks before the Thesis Submission deadline. . . .	Submit your thesis to the Department Chair for review.
It is one week before the Thesis Submission deadline. . .	Submit your thesis to the College Dean for review.
The Electronic Thesis Submission deadline has	Have submitted a thesis draft (electronic) to the Graduate College

arrived...	
The final manuscript package deadline has arrived.	Begin submitting your materials/final package to the Graduate College Office. (Please check the <i>Thesis Submission Checklist</i> on the Graduate College's Web site.)
It is two weeks before graduation (check Graduation Deadlines)	Have submitted your final package (Again, see the Thesis Submission Checklist), according to the formatting requirements in the Official Thesis Guidelines.

All forms can be found at: fau.edu/graduate. Click on "Current Students." From here you can go to "Graduate College Forms," "Graduation Deadlines," "Thesis and Dissertation Guidelines," and find other important links. Get familiar with the Graduate College's Web site. Also, read through the Thesis and Dissertation Guidelines, these instructions are important! 😊