REVIEW PROCEDURES

NOTE: Review (both MA <u>and</u> MFA) is to take place the semester BEFORE a student graduates (usually in the fall for spring graduation).

1. First week of classes an e-mail is sent from the Graduate Program Coordinator to students to let them know it's time to sign up for Review.
2. Student picks up paperwork for their respective review. (MA: Division Wide Review, MFA: Committee Review.)
3. Student meets with Chair and discusses other prospective Committee Members:
   a)   **MA:** Two more - one from 2nd discipline and one more (total of 3)
   b)   **MFA:** Three more - one from 2nd discipline and two more (total of 4)
4. Student returns paperwork to Graduate Program Coordinator by the deadline (Sept 15th for Fall and Feb 15th for Spring/Summer graduates).
5. Program Coordinator compiles list for faculty and distributes it via e-mail.
6. Faculty gets the Committee together for each student for Review before the end of the semester (for both MA's and MFA's) <u>and before</u> Division Wide Review (which is held the first Saturday after the last day of classes).
7. **a)   MFA Committee Review** takes place before the end of the semester before the semester the MFA student graduates. (If they're graduating in the spring the Review takes place the fall before and vice versa.)
   b)   Division Wide Review is for graduating MA students. It takes place on the Saturday after the last day of classes the semester before the MA student graduates.
8. Committee Chair is responsible for signing paperwork:
   a) **MA** Graduate Program Coordinator will bring it to the Division Wide Review meeting for signature by Area Head
   b) **MFA** Chair – See Graduate Program Coordinator after the Review to sign paperwork. (Note: Chair also signs paperwork at the exhibition the following semester during the Degree Committee Meeting.)
9. After the MA Division Wide Review, paperwork is signed by the DEO, which also shows results of candidate being invited, or not, into the MFA program.
10. The Graduate Program Coordinator sends out e-mails with results.