

University of Central Florida

Division of Graduate Studies

MFA in Creative Writing
Graduate Student Handbook
Department of English

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INTRODUCTION

Welcome to the University of Central Florida's Masters of Fine Arts (MFA) in Creative Writing Program. This handbook is designed to help you with course selection, thesis writing, thesis defense, and general university policies. If you need assistance, contact the Graduate Program Assistant (407-823-5254 or email mfacrw@mail.ucf.edu). The Graduate Program Assistant will answer your question, direct you to the information, or set an appointment for you with the MFA Program Director.

The Graduate Catalog is the university's official record of graduate policies, and this Graduate Handbook must be consistent with university policy. In any case where the two documents appear to disagree, the Graduate Catalog is the final authority. Please refer to <http://www.ucf.edu/catalog/>.

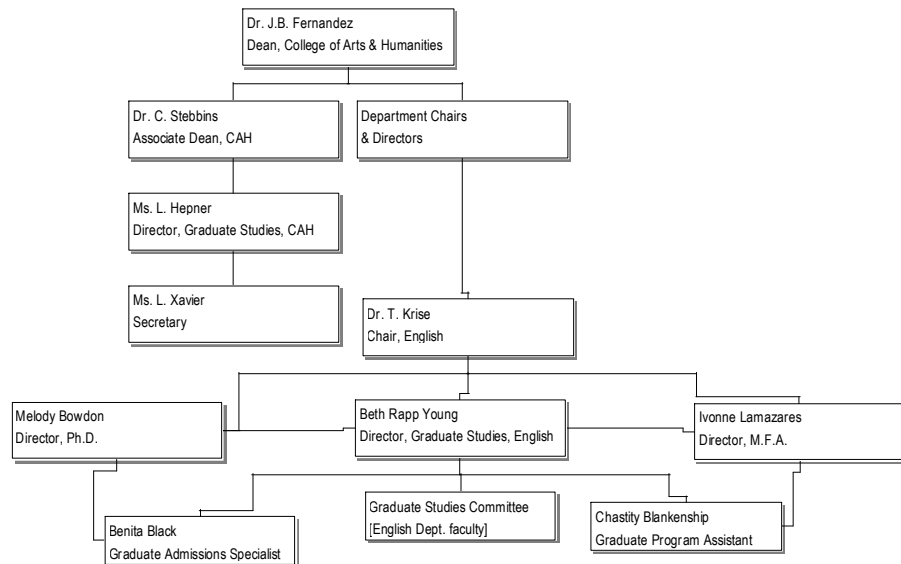
Students with Disabilities

Students with disabilities are encouraged to contact Student Disability Services before or immediately after admission (<http://www.sds.ucf.edu/>). The English Department is committed to accommodating students with disabilities whenever these conditions are documented with Student Disability Services.

1. MISSION STATEMENT

The Masters of Fine Arts (MFA) Degree in Creative Writing is a studio/academic course of study. Students enroll in writing workshops, forms courses, and literature classes, gaining exposure to a broad range of writing models and experimenting with a variety of strategies. Students are admitted to one literary genre (fiction, nonfiction, poetry or scriptwriting) and their programs of study are focused on this genre. Guided development of each writer's talents culminates in a complete, carefully conceived final project (the thesis), typically a book-length manuscript. The program prepares students for careers as both writers and university-level professors.

2. ORGANIZATIONAL CHART



3. ADVISING/ MENTORING

You will typically receive guidance from your Academic Advisor and your Thesis Director.

Academic Advisor: The MFA Program Director will be your **primary academic advisor** and will provide guidance on overall academic requirements, and program and university policies and procedures. The MFA Program Director will help you fill out a Program of Study, which is a contract between you and the Department of English specifying your degree requirements (Appendix A).

Thesis Director: After (approximately) 18 hours of coursework, you will choose a Thesis Director from among the MFA faculty members approved by Graduate Studies (See www.graduate.ucf.edu > Graduate Catalog > Graduate Faculty). Your Thesis Director serves as a mentor, providing guidance on your creative research, professional opportunities, and other areas of academic interest. Your Thesis Director will also guide you through the writing, revising, and defense of your thesis project. More information regarding choosing a Thesis Director can be found in the handbook section titled "Thesis Director" (See Degree Requirements -- Graduate Research).

4. DEGREE REQUIREMENTS

a. Course Requirements

You must complete at least 36 hours, including nine hours of writing workshops. Near the end of the degree program, you will write and orally defend a book-length creative thesis. There is no prescribed path through the MFA program and no courses that are considered prerequisite. You are encouraged to work with the MFA Program Director to plan a path that works for you and is consistent with course availability.

Please note: Fifty percent of your Program of Study must be courses at the 6000-level.

Required Creative Writing Workshops - 9 Semester Hours

The Creative Writing Workshop is the backbone experience of the MFA in Creative Writing Program. In workshops, you will read and critique the works of your peers and engage in in-depth discussion about the art, craft, and conventions of contemporary literary arts.

- CRW 5020 Graduate Writing Workshop (3 hours) *May be repeated for credit.*
- CRW 6025 Advanced Graduate Writing Workshop (3 hours) *May be repeated for credit.*

NOTE: Students who wish to take a graduate workshop (CRW 5020 or CRW 6025) in a genre other than the one they applied in **must** have the permission of the instructor. In some cases, the instructor may require that you take an advanced undergraduate workshop prior to a graduate workshop in that genre.

Restricted Creative Writing Electives - 6 Semester Hours

Your Restricted Creative Writing Electives give you the opportunity to explore other aspects of "The Writing Life" including Service Learning, Editorial Internships, and Teaching Creative Writing. You can also choose to take additional workshops or courses in Form and Theory.

- CRW 5020 Graduate Writing Workshop (3 hours) *May be repeated for credit*
- CRW 5130 Form and Theory of Creative Writing (3 hours) – alternating genres
- CRW 6XXX Teaching Creative Writing (3 hours)
- CRW 5937 Special Topics Seminar
- CRW XXXX Service Learning
- CRW 6025 Advanced Graduate Writing Workshop (3 hours) *May be repeated for credit*
- Graduate Internships with *Florida Review*. *May be repeated for credit*

Required Literature Courses - 6 Semester Hours

A professional writer should also be a skillful, discerning reader. These courses,

typically taught by members of the MFA faculty, are studies in the form, function, design and shape of the literary genres.

- LIT 6XXX Studies in Contemporary Poetry (3 hours)
- LIT 6XXX Studies in Contemporary Fiction (3 hours)
- LIT 6XXX Studies in Contemporary Nonfiction (3 hours)

Literature Electives - 6 Semester Hours

A writer understands his/her place in a larger historical context. The following literature courses, typically taught by Literature Faculty, focus on literary criticism and theory.

- LIT 6009 Literary Genres (3 hours) – alternating genres
- LIT 6105 World Literature (3 hours)
- LIT 6246 Major Authors (3 hours)
- LIT 6365 Movements in Literature (3 hours)

Electives-3 Semester Hours

Thesis-6 Semester Hours

CRW 6971 Thesis (6 hours)

You may not register for thesis hours until you have completed 18 credit hours in your program of study. See the MFA Program Director for exceptions.

The candidate will complete a book-length manuscript (fiction, nonfiction, poetry, or full-length screenplay) of publishable quality, written and revised in CRW 6971 Thesis. The thesis manuscript will meet both departmental and university requirements.

There is no non-thesis option in the MFA in Creative Writing Program.

b. Other Requirements

If your undergraduate degree is in an area of study other than English, or if you lack one year of undergraduate study in a foreign language, the MFA Program Director may require you to take additional courses that will not be part of your program of study, including graduate surveys in American and British Literature (or equivalent) and/or one year of foreign language study (or equivalent). One of the survey courses, however, can fulfill your elective requirement.

If you are interested in teaching ENC 1101 and ENC 1102, you must take **ENC 5705 Theory and Practice in Composition**. This course is most often offered in the spring term and it is recommended you take this course in your first 18 hours of study.

c. Timeline for Completion of Degree Program

If you attend classes full-time (nine hours spring and fall semesters, six hours in summer semesters), you should be able to complete your MFA degree in two to three years, depending on course availability. Other students may take longer because of thesis projects or because they choose to teach.

Following are possible timelines for completing your MFA degree. Please note that your own best plan depends on your individual situation. Please consult the MFA Director for help in determining your individual Program of Study.

Two-year Timeline

First Fall Semester	• complete 9 hours of coursework
First Spring Semester	• complete 9 hours of coursework • form thesis committee by end of semester
First Summer Semester	• complete 6 hours of coursework • draft a thesis proposal
Second Fall Semester	• complete 6 hours of coursework • complete 3 hours of thesis work
Second Spring Semester	• complete 3 hours of thesis work • finish writing thesis; defend thesis

Three-Year Timeline

First Fall Semester	• complete 6 hours of coursework
First Spring Semester	• complete 6 hours of coursework
First Summer Semester	• complete 3 hours of coursework
Second Fall Semester	• complete 6 hours of coursework • form thesis committee by end of semester
Second Spring Semester	• complete 6 hours of coursework • complete 1 hour of thesis work; write proposal and have it approved by end of semester

Second Summer Semester	• complete 1 hour of thesis work
Third Fall Semester	• complete 3 hours of coursework • complete 1 hour of thesis work
Third Spring Semester	• complete 3 hours of thesis work • finish writing thesis; defend thesis

d. Graduate Research

Researchers in every discipline have a responsibility for ethical awareness, as the status of the profession rests with each individual researcher. It is important to be honest and ethical in conducting research as well as in taking classes. The ethical collection and use of information includes, but is by no means limited to, the following: confidentiality, accuracy, relevance, self-responsibility, honesty, and awareness of conflict of interest. The University of Arizona's Code of Research Ethics provides our students with guidelines for responsible practice in research. This code of ethics can be found here: <http://w3fp.arizona.edu/senate/ethicode.htm> . Also see the Graduate Catalog, section titled Research Ethics: <http://www.graduate.ucf.edu/CurrentGradCatalog>

Patent and Invention Policy

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and to (3) disseminate the intellectual property to the general public. UCF owns the intellectual property developed using university resources. The graduate student as inventor will, according to this policy, share in the proceeds of the invention. The full policy is available online from the Graduate Catalog: <http://www.graduate.ucf.edu/CurrentGradCatalog/> > Policies

Plagiarism is the most egregious crime a writer can commit. Should any student in the MFA in Creative Writing program be found guilty of plagiarism, the Program Director will enforce all possible actions allowable by The Golden Rule (<http://www.goldenrule.sdes.ucf.edu>).

Thesis Guidelines

To receive the MFA in Creative Writing degree, you must complete a thesis. In many

cases, your thesis will consist of prose, poetry, or a screenplay that you began in a workshop. Keep in mind, however, that a major project such as a book-length thesis cannot be proposed, written, revised, and defended in a single semester; therefore, you must plan carefully and work in concert with your thesis director. Detailed guidelines are outlined below.

After you begin taking thesis hours, you must be continually enrolled for at least one hour of thesis credit every semester **including summers** until you have successfully defended your thesis. Preparations for a thesis usually begin more than a calendar year before the completion of this final requirement.

i. Choosing a Literary Genre

Unless you receive special permission from both your Thesis Director and the MFA Program Director, your thesis must be in a single genre. The genre you choose should be the genre in which you originally applied to the program. If you are interested in switching genres, you must have:

- completed at least one workshop (CRW 5020 or CRW 6025) in that genre;
- have the written support from the faculty member who taught that workshop;
- a face-to-face meeting with the MFA Program Director to discuss your intentions.

ii. Thesis Director

Your Thesis Director must be a member of the MFA in Creative Writing faculty approved by Graduate Studies. You should choose a Thesis Director **at least one calendar year** before you intend to graduate.

Your Thesis Director should be someone with whom you have studied, worked, and want to continue working. When you approach a faculty member to direct your thesis, you should have an idea of what you plan to produce (collection of short stories, novella, memoir, etc.)

There is no guarantee that a member of the MFA faculty will agree to direct your thesis. If you encounter difficulties choosing a thesis director, please consult with the MFA Program Director..

iii. Thesis Committee

Your Thesis Director and you will mutually agree upon two other readers with expertise in your area to compose the required three-person thesis committee. One of these two readers must be a UCF English department faculty member; the second reader is not required to be an English department faculty member. If you plan to have two professors co-direct your thesis, both must be MFA faculty members. The third expert is not required to be a member of the English faculty. All members of your committee must be

faculty approved to teach graduate courses and to serve on graduate thesis committees. See <http://www.graduate.ucf.edu/>. It is recommended that committee members be MFA faculty; however, you may choose a committee member who is not part of the MFA faculty if his/her expertise is needed for your project.

Your thesis committee must be reviewed and approved by the College of Arts and Humanities Assistant Dean of Graduate Studies. This form can be found online at www.cah.ucf.edu/gradcoord > Forms > Thesis Committee Approval Form. **This form must be received and approved before you can register for thesis hours. Please allow a minimum of two weeks for processing.**

NOTE: If the composition of your thesis committee changes, you must resubmit the Thesis Committee Approval form to the College of Arts and Humanities. Please notify all committee members of any changes made to the composition of your committee.

For more details about the Thesis Committee, please refer to the UCF Graduate Catalog: <http://www.graduate.ucf.edu/CurrentGradCatalog/> > Policies > Master's Program Policies > Thesis Requirements > Thesis Advisory Committee Composition

iv. Thesis Enrollment

When you are engaging in thesis research, you must be continuously enrolled in at least one hour of CRW 6971 every semester, **including summers**, until you have successfully defended and submitted your thesis to the University Thesis Editor. This enrollment each semester reflects the expenditure of university resources and is required even if more than the minimum number of hours is needed for completion of the thesis. While one hour is the minimum enrollment, it does not constitute full time enrollment for tuition, financial aid, or employment purposes.

v. Thesis Proposal

After you and your Thesis Director have agreed on the direction your thesis will take and no later than the twelfth week of your first term taking thesis hours, you will submit a proposal to your Thesis Director. This proposal is also approved by your two additional readers, and a copy, with the signed approval form attached (Appendix B), is filed with the Graduate Program Assistant.

A formal thesis proposal for the MFA in Creative Writing should include the following:

- a sample of work in your chosen genre: a minimum of 15 pages of polished, complete prose pieces (or the first third of a screenplay) or a minimum of 10 pages of polished, finished poetry
- a working title
- a two- to three-page description of your project
- a draft of your reading list

- a timetable for completion
- if applicable, a tentative table of contents. (This table of contents is for guidance and shape only. We understand that creative writing is a fluid process. You are not bound by the initial outline. However, should you substantively change your project from a collection of short stories to a novel, from fiction to poetry, etc., you must resubmit a proposal.)

vi. Other Thesis Requirements

The following list of materials that must be submitted to your thesis committee **no less than two weeks prior to your thesis defense**. At this time, also provide a full copy of your thesis materials to the MFA Program Director.

Reading List

In consultation with your Thesis Director, you must generate a list of at least 50 books. This list will be distributed to your committee with your thesis and will be part of your oral defense. You, as a writer, are to be well acquainted with the work of your contemporaries since these writers form the literary currents of the time. Your list should be drawn from a variety of genres and periods in order to indicate the diversity of your reading. However, the works on the list may favor your chosen genre.

Preparing Your Reading List

You should begin preparing your reading list at the end of your first semester in the MFA in Creative Writing program. Thereafter, you should consult with your thesis director on a regular basis to discuss your progress and the development of your reading list. This list will reflect the scope and depth of your study of literature. Your reading list may include but should not be limited to work assigned in your classes.

By the 12th week of the semester prior to the one in which you will defend your thesis, and after consulting with your Thesis Director, you will submit a preliminary copy of this reading list to your Thesis Director and Thesis Committee as part of your Thesis Proposal.

"Writing Life" Essay

In addition to the reading list, your final thesis packet given to all members of your committee must include a "writing life" essay. This essay should address specific examples from your reading list, but may take any shape agreed upon by you and your thesis director.

Every thesis defense in the MFA in Creative Writing Program includes a discussion of your approved reading list and your essay, and you should be prepared to answer questions about the relation of the readings to your thesis.

Book-Length Thesis

The completed thesis will be a book-length project (150-250 pages of prose, 50-80 pages of poetry, or a full-length screenplay). Your manuscript will usually consist of a collection of short stories, poetry, or creative nonfiction essays or a single longer work such as a novel or memoir.

vii. Thesis Defense

You will defend your thesis at a public defense lasting at least one hour. Your committee members will attend as well as any other interested members of the general public.

Heed the advice of your Thesis Director. If he or she recommends that you hold your defense until a later date, it is highly recommended that you do so. **There are no provisions for redoing a thesis defense.** An unsuccessful defense in which you do not secure the signatures from your committee members means that you will not graduate from the MFA in Creative Writing Program.

This defense must be scheduled **no less than six weeks prior to its occurrence.** To schedule your defense, establish a mutually convenient date and time for you and your committee. After conferring with the committee members, you will need to contact the Graduate Program Assistant in order to schedule a room. Notify your committee and the MFA Program Director of the place, date and time.

While you may schedule a thesis project defense in the summer, many faculty members are not available for extensive thesis work from April 1 to September 1. Faculty who do not teach in the summer and therefore are not under contract during the summer may not direct a summer defense.

No later than **two weeks before your defense**, submit four copies of the final draft of your thesis: one for your director, one for each committee member, and one for the MFA Program Director. These copies will be shared with other faculty members who may wish to attend the defense. Also, a **public announcement of the defense must be posted no less than two weeks prior to its occurrence.**

Prepare two forms:

- A thesis announcement, which is emailed to the Graduate Program Assistant for distribution
- A thesis approval form, which you will bring to the defense.

Have your thesis approval form checked by the Thesis and Publications Editor (MH 230). Please consult www.graduate.ucf.edu > Current Students > Thesis and Dissertation (ETD) for specific semester deadlines. Bring **one copy of the thesis approval form to your defense.** If you successfully defend your thesis, this form will be signed by all

members of your thesis committee at the end of the defense.

You are responsible for securing the signatures and bringing the signed thesis approval form, along with the final thesis copies, to the MFA Program office.

Please review the Thesis/Dissertation Manual online at www.graduate.ucf.edu > Current Students > Thesis and Dissertation (ETD) > Thesis and Dissertation Manual. The Thesis and Publications Editor in Graduate Studies (MH 230) can also supply information on deadlines, thesis requirement checklists and workshops. You can contact the editor through e-mail editor@ucf.edu, by phone (407) 823-2739, or by Fax (407) 823-6442.

viii. Other Thesis Resources

The Thesis and Dissertation Manual provides guidelines for preparing, formatting and submitting your thesis. The manual can be found at <http://www.graduate.ucf.edu/> > Current Students > Thesis & Dissertation

The Graduate Student Association (<http://www.gsa.graduate.ucf.edu>) provides workshops on research techniques, thesis formatting, library research and writing essentials.

The University Writing Center (UWC) (<http://www.uwc.ucf.edu>) provides workshops, one-on-one consultations, phone and online consultations on a wide variety of topics relevant to graduate-level research and writing including electronic thesis resources, thesis revisions, grant writing, and fellowship applications.

5. DEGREE PLAN OF STUDY

Before you complete nine hours of coursework, you will meet with the MFA Program Director to finalize your Plan of Study. This is a contract between you and the Department of English specifying your degree requirements (Appendix A).

All enrollments for graduate courses in the Department of English are accomplished in the department prior to electronic registration. Our graduate courses will be marked as "Closed" on MyUCF web-based registration page: this does not mean that courses are full. In order to register, you will need to obtain a permission number from the Graduate Program Assistant, either in person, by phone, or via e-mail.

6. GRADUATION

At the beginning of or before the semester of intended completion, you must file an Intent to Graduate form that must be completed and signed by the end of late registration's add/drop for that semester. This form can be found online at <http://www.graduatestudies.ucf.edu/formsnfiles/> > Graduate Student Intent to Graduate

Form.

If you submit an intent to graduate form but are missing degree requirements (with no indication of completion in process), it will be either approved for graduation on a pending status or denied. It is your responsibility to ensure that the requirements of your degree have been met; therefore, you are encouraged to review your SASS audit regularly. The audit can be found online at <https://my.ucf.edu> >Student Self Service > Student Center > Degree Audit Report

7. GENERAL POLICIES

a. Student Rights and Responsibilities

The Golden Rule is provided to answer any questions you may have about university rules and regulations, as well as to outline your rights and responsibilities. The Golden Rule can be found online at <http://www.goldenrule.sdes.ucf.edu/>. In addition, as a graduate student, you can find additional information about your responsibilities in the Graduate Catalog, found online at <http://www.graduate.ucf.edu/CurrentGradCatalog/> in the section marked Policies > General Policies.

For more information about the MFA in Creative Writing Policies, please visit <http://www.english.ucf.edu>.

You can also visit the College of Arts and Humanities Graduate Website www.cah.ucf.edu/gradcoord and the UCF Graduate Studies Website <http://www.graduate.ucf.edu/currentGradCatalog/>

b. Satisfactory Academic Performance

Satisfactory performance involves maintaining the standards of academic progress and professional integrity expected in a particular discipline or program. Failure to maintain these standards may result in your dismissal from the program.

Grades in Graduate Courses

In general, a final grade of "A" in a graduate course indicates consistently strong and outstanding achievement. Students receiving an "A" have not only fulfilled all course requirements but have exceeded them by the skill and originality of their written and oral work.

A grade of "B" in a graduate course indicates adequate completion of course requirements. While this grade often indicates a potential greater than the finished work demonstrates, a student who receives "B" grades on a regular basis should seriously consider the kind and degree of commitment he or she is able to give to graduate school.

A grade of "C" in a graduate course indicates weak, substandard performance. Only two

such grades can be included among the courses on the program of study. A grade of "U" is also considered unsatisfactory. Students who receive more than two unsatisfactory grades will be dropped from the program.

No grades of "D" or "F" are permissible on the program of study, and your program GPA must be at least 3.0.

Graduate courses with a grade of "D" or lower and 4000-level courses with a grade of "C" or lower are not accepted toward your MFA degree. You may earn a maximum of six hours of "C" grades. You are expected to maintain a 3.0 GPA to keep regular status and to graduate. There is no grade forgiveness policy for graduate students.

No course older than seven years at the time of graduation may be used in the Program of Study. The Program of Study must comply with the catalog current at the time the Program of Study is proposed.

i. Grade Point Average

Your GPA is calculated from all graduate level (5000-level and above) courses taken from admission into your program until completion.

If a student is active in more than one program, the admission semester of the most senior program takes priority for the GPA calculation.

You must have a GPA of 3.0 or above at the time of your graduation. **The graduation requirement for a minimum 3.0 GPA in all graduate courses completed since admission into the graduate program cannot be waived.**

Transfer courses are not calculated into the GPA.

ii. Satisfactory Academic Progress

For completion of the degree, courses older than seven years cannot be applied toward a graduate Program of Study. You may file a petition for courses older than seven years to be applied toward the Program of Study; however, filing the petition does not guarantee that courses older than seven years will be approved.

Probationary Status

You will automatically be placed on probation if your GPA drops below 3.0. You will still be able to receive financial aid, tuition waiver support and will be eligible for employment in a graduate position (GTA/GRA/GA). You will have 9 hours to improve your GPA to 3.0 or better. If GPA is not improved to 3.0 within 9 hours, you will be dismissed from the program.

If 3.0 GPA is not possible within 9 hours, the program can submit a "Conditional Retention Plan" for an extension (you cannot petition without program support). The petition must include a plan for success.

Dismissed Status

If you cannot meet the 3.0 GPA requirement after being placed on probation; if the GPA is below 2.0, or if you have received excessive unsatisfactory grades; you are dismissed (removed) from the program and from the university. If this happens, your enrollment into future semesters will be administratively dropped. You must apply as a non-degree seeking student or apply into another degree program in order to enroll into classes. You cannot enroll into coursework that is related to the program from which you were dismissed. You can only pursue completion of the program from which you were dismissed if you successfully petition for an appeal for retention. If this is pursued, it must be completed immediately.

iii. Full Time and Continuous Enrollment

Full-time graduate status is nine (9) hours during the Fall and Spring Semesters and six (6) hours during the summer semesters, until regular graduate course work is completed.

After **completion of all course work**, full-time enrollment is defined as 3 hours of CRW6971 Thesis. You can be employed in a graduate position and be eligible for a tuition waiver/fellowships. Enrollment into 3 hours of thesis will be calculated as full time for financial aid purposes. You can still enroll in 1-2 hours if needed, but you will not be considered full time and will not be eligible for tuition waivers, fellowships or financial aid.

A student may be held to other enrollment requirements, as defined by financial awards, veteran status, employment, or other outside agencies.

iv. Transfer Coursework

All transfer coursework must be approved by the MFA Program Director. Transfer coursework is limited to 9 hours from an accredited institution or coursework taken prior to admission into the current degree program. It is preferred that the courses transferred into the MFA be non-workshop courses. In most cases, the MFA Director will accept a maximum of one graduate-level workshop course taken at UCF (not at outside institutions) and completed within the last 18 months. Grades from transferred coursework do not factor into your GPA.

v. Incomplete Grades

If you receive an incomplete (I) in a course, you are encouraged to resolve this incomplete as soon as possible; however, it must be resolved **within one calendar year or prior to graduation certification**, whichever comes first. Incompletes left

unresolved will be changed to F (or a U in thesis) if not resolved in the allowed time period. Incomplete grades cannot be used toward completion of the Program of Study.

Incomplete grades are not counted as satisfactorily completed courses and are not recognized as such by Graduate Studies for fellowship purposes nor by Financial Aid. Students on financial assistance must check with the Financial Aid office to see if the receipt of an incomplete grade will affect their financial award.

vi. **Withdrawal Policy**

If you decide to withdraw from a course, you must do so by the semester's withdrawal deadline. In doing so, you are still liable for tuition and fees for the course. For a semester's withdrawal deadline, refer to the Academic Calendar:

http://www.ucf.edu/info/acad_calendar.php

vii. **Petitions and Grievances**

It is your responsibility to be informed of graduate policies and procedures. Should you wish to request an exception to a university or program policy, you must file a petition that outlines the nature of your request. Normally, petitions are presented to the Director of Graduate Studies and/or committee, the College's Director of Graduate Services and the Associate Dean for Graduate Studies, and the Graduate Council for consideration.

Should you wish to file a grievance, you should first review UCF's Golden Rule (<http://www.goldenrule.sdes.ucf.edu/>) and the Academic Grievance Procedures in the Graduate Catalog (<http://www.graduate.ucf.edu/currentGradCatalog/> > Policies > General Policies > Academic Grievance Procedure.

8. **PROFESSIONAL DEVELOPMENT**

a. **Career Services and Experiential Learning**

Graduate career development issues are unique and include evaluating academic and nonacademic career choices, discussing graduate school effect on career choices, as well as learning, evaluating, and refining networking and interviewing skills. Whatever your needs, the offices of Career Services and Experiential Learning offer services and resources to aid in the career exploration and job search of Master and Doctoral students in every academic discipline. See <http://www.crc.ucf.edu/home/>

b. **Internships/ Teaching Opportunities**

As part of the MFA in Creative Writing curriculum, you will have the opportunity to take courses that will prepare you to teach both at the university level and in the community

and to work in the publishing field as an editor. We recommend that you take advantage of these opportunities.

c. **Travel Support for Conference Presentation**

Graduate Students Travel Funding is available to pay transportation expenses for graduate students who are delivering a research paper or comparable creative activity at a professional meeting. Contact the Student Government Association at 407/823-5648 for more information.

The Division of Graduate Studies offers a Graduate Travel Award that provides funding for master's, specialist, and doctoral students to deliver a research paper or comparable creative activity at a professional meeting or conference. More information can be found on the Graduate Studies website: www.graduate.ucf.edu > Current Students > Financial Matters.

d. **Departmental Awards**

At the student recognition luncheon each year, the MFA Faculty awards an "Outstanding Undergraduate Writer." In addition, there are many opportunities for you to apply for English Department Scholarships. Applications are typically due spring term. For more information, please visit the English Department website at <http://english.ucf.edu>.

i. **Graduate Excellence Awards**

Each year, students can submit a portfolio for nomination of College and University level awards of excellence. These are intended to showcase student excellence in academic achievement, teaching, research, leadership, and community service.

ii. **Award for Excellence by a Graduate Teaching Assistant**

This award is intended for students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (Not intended for students who are instructor of record)

iii. **Award for Excellence in Graduate Student Teaching**

This award is for students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.

iv. **Award for the Outstanding Master's Thesis**

This award recognizes graduate students for excellence in the master's thesis. The focus

is on the quality and contribution of the student's thesis research. Excellence of the master's thesis may be demonstrated by evidence such as (but not limited to): publications in refereed or peer reviewed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field. The university award will be forwarded to a national-level competition sponsored by the Council of Southern Graduate Schools (CSGS) when the thesis discipline corresponds to the annual submission request.

For more information about these awards, please see the Division of Graduate Studies administrative website: www.graduatestudies.ucf.edu > Graduate Awards.

For more information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, please see their website: <http://www.csgs.org/> > Awards.

v. **Atlantic Center for the Arts**

We also encourage you to apply for fully-funded scholarships for the Atlantic Center for the Arts (<http://www.atlanticcenterforthearts.org>) where you will be able to work with world-renowned authors. Any UCF student who is accepted by ACA receives full scholarships to the Center.

vi. **Associated Writing Programs National Conference**

The AWP National Conference is held in the spring of each year. We encourage you to submit a panel proposal (usually due the previous spring) or a pedagogy paper (usually due in the fall). Should you have a paper or panel accepted, you can receive travel monies from Student Government, Graduate Studies, and the English Department.

9. **FINANCIAL SUPPORT**

If you received a graduate teaching assistantship, you may be assigned Teaching Composition responsibilities as part of your stipend. The following information will be useful in fulfilling your teaching duties.

a. **Instructor Training and Development**

The Faculty Center for Teaching & Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. To that end, it offers several programs for the professional development of Graduate Teaching Assistants at UCF.

b. **GTA Training (mandatory for employment as a GTA)**

This two-day workshop provides information and resources for students who will be instructors. The seminars cover a variety of topics, including course development,

learning theories, lecturing, and academic freedom. Those interested in additional training can also attend an optional training session that normally follows the mandatory training.

c. **GTA Teaching Certificate**

This certificate program (12-weeks for domestic students, 16-weeks for international students) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided, and a stipend is offered to current UCF students who complete the certificate. International students are provided the same training as well as information regarding language immersion and cultural awareness as a way of knowing what to expect from American students.

For more information about GTA Training: <http://www.fctl.ucf.edu/> > Events > GTA Programs or call 407/823-3544.

10. **MISCELLANEOUS**

a. **Department and College Contact Information**

Department of English

<http://english.ucf.edu>

Phone: 407/823-2212

Graduate Program Assistant

Phone: 407/823-5254

e-mail: cblanken@mail.ucf.edu

College of Arts & Humanities Graduate Office

www.cah.ucf.edu/gradcoord

Phone: 407/823-2151

e-mail: CAH_Graduate_Services@mail.ucf.edu

Dr. Consuelo Stebbins

Assistant Dean for Graduate Studies

Phone: 407/823-2298

e-mail: stebbins@pegasus.cc.ucf.edu

Lynn McConnell Hepner

Director, Graduate Studies

Phone: 407-823-2251

e-mail: lhepner@mail.ucf.edu

b. University Resources

UCF Graduate Catalog (available online only) <http://www.ucf.edu/catalog>

CF Graduate Website for Students <http://www.graduate.ucf.edu>

Academic Calendar: http://www.ucf.edu/info/acad_calendar.php

Library <http://library.ucf.edu/>

Graduate Student Association <http://www.gsa.graduate.ucf.edu/>

University Writing Center <http://www.uwc.ucf.edu/>

The Counseling Center <http://counseling.sdes.ucf.edu/>

c. Writing Links and Resources

Associated Writing Programs <http://awpwriter.org>

Poets and Writers <http://www.pw.org/>

Funds For Writers <http://www.fundsforwriters.com/>

Small Press Distribution <http://www.spdbooks.org/>

New Pages <http://newpages.com>

Florida Literary Arts Coalition <http://www.floridarts.org/>

Florida State Division of Cultural Affairs <http://www.florida-arts.org/index.asp>

National Endowment for the Arts <http://arts.endow.gov/>

Atlantic Center for the Arts <http://atlanticcenterforthearts.org/>

Florida Review <http://flreview.com>

11. FORMS

Included below is information regarding several forms that will be useful to you while completing your coursework. In addition to websites where the forms can be found, procedures for filing each of these forms are also outlined.

Each of these forms can be found on the following websites:

Department of English: <http://english.ucf.edu>

Division of Graduate Studies Website: <http://www.graduatestudies.ucf.edu/formsnfiles/>

College Graduate Website: www.cah.ucf.edu/gradcoord

Transfer Request Form

In order for transfer courses to be requested for use in a UCF degree, the official transcripts from the institution where the courses were taken must be sent to UCF's Division of Graduate Studies. In addition to the form, supporting documentation from the program must include a memo that gives approval for courses to be transferred and where credit should be applied in Program of Study.

Traveling Scholar Form

If a student would like to request permission to enroll in a graduate course at another Florida Status University System (SUS) institution or any regionally accredited institution, this form and a memo of support from the student's program must be submitted to the College of Arts and Humanities Graduate Office prior to the start of classes for the semester of enrollment in the course.

Time Conflict (*College Form*)

If a registration attempt results in a time conflict between two courses, this form must be completed in order for the student to be registered. This form accompanies the override of the course into which the student is unable to register. This form is submitted to the College of Arts and Humanities Graduate Office for approval and course enrollment.

Thesis Committee Approval Form (*College Form*)

Thesis committees must be in place and approved by the MFA Program Director, the Department Chair, and the College of Arts and Humanities Assistant Dean of Graduate Studies prior to a student's enrollment into Thesis (CRW 6971)

Committee Composition:

- Chair (Requirements: regular* department faculty, terminal degree)
- Minimum of three committee members (Requirements: terminal degree or appropriate discipline recognition)
- At least two must be regular* faculty in student's department
- Majority UCF faculty

* Regular department faculty are tenured or tenure earning faculty or research faculty with permanent appointments; and can include joint appointments but not courtesy joint appointments.

Graduate Petition Form

Requests for exceptions to college or university policies are made by petition. The petition process includes both student and program required documentation prior to its receipt in the College of Arts and Humanities Graduate Office.

- In addition to the Graduate Petition Form, the student must supply their program with a clear statement of what exactly is being requested, why it is being petitioned and rationale for support
- If approved, the program supplies an additional letter of support and forwards the request to the College of Arts and Humanities Graduate Office for review and submission to the College of Arts and Humanities Assistant Dean for Graduate Studies
- If approved, the college supplies an additional letter of support and forwards the request to the UCF Graduate Council Subcommittee for Policy and Appeals.

If at any point the petition is denied, the student is given the option of having the petition considered at the next level; however, the Graduate Council provides the final decision regarding petitions. Denials at any level are accompanied with a written explanation.

For more details regarding the petition process, please see www.cah.ucf.edu/gradcoord > Forms > Graduate Petition Form

Graduate Student Intent to Graduate Form

Intents to Graduate must be filed by the end of registration add/drop in the semester that the student is intending to graduate.

The Director of Graduate Studies confirms potential completion of degree or certificate program by confirming program/plan, checking audit (making any revisions) and signing the form. The audit (with needed corrections, if any) and form are forwarded to the College of Arts and Humanities Graduate Office where it is verified for potential completion.

Note: If the Program of Study does not show that all requirements may be met by the end of the intended term, the form will either be approved pending or not processed. All pending items must be resolved by mid-semester.

Approved forms are forwarded to the Division of Graduate Studies and the Registrar's Office for processing and notification that the student is intending to graduate. If it is determined that the student will not graduate, the College of Arts and Humanities Graduate Office should be notified. The student will need to re-file his/her intent for the next semester he/she intends to complete the degree. Final certification is completed after grades have been released for the semester, and final transcripts are normally available three to four weeks after certification.

Appendix A

College of Arts and Sciences
 Department of English
 Genre: _____
 GPA: _____

Program of Study
 MFA in Creative Writing
 Entry Date: _____
 Code: _____

Name:			EMPL:			
Program Pre-requisites complete:	American Lit Survey	<input type="checkbox"/>	British Lit Survey	<input type="checkbox"/>		
Foreign Language complete:			<input type="checkbox"/>			
Required CRW Courses 9hrs	Course Title	Instructor	Session	Hours	Grade	Institution
CRW 5020 Graduate Writing Workshop						
CRW 6025 Advanced Writing Workshop						
Restricted CRW Electives 3hrs						
CRW 5020 Graduate Writing Workshop						
CRW 5130 Form/Theory of Creative Writing						
CRW 5937 Special Topics Seminar						
CRW 6025 Advanced Writing Workshop						
Professional CRW Electives 3hrs						
CRW 5932 Teaching CRW						
CRW 5948C Service Learning Creative Writing						
CRW 6946 Florida Review Internship						
Required LIT Courses 6 hrs						
LIT 5039 Studies in Contemporary Poetry						
LIT 5097 Studies in Contemporary Fiction						
Literature Electives 6 hrs						
LIT 6009 Literary Genres						
LIT 6105 World Literature						
LIT 6246 Major Authors						
LIT 6365 Movements in Literature						
Electives 3 hrs						
Thesis 6 hrs						
CRW 6971						
CRW 6971						
Hours Completed (36 Hrs):						
Comments:						

Student Signature _____

Date _____

Program Coordinator _____

Date _____

Appendix B**MFA Proposal Approval Sheet**

TO THE STUDENT: After your committee has approved your proposal, secure the committee members' signatures and provide other requested information on this sheet. Attach this completed sheet to a copy of your proposal and submit to the Graduate Office and to your thesis/project director.

Your Name: _____

I will complete my MFA degree with (circle one): **Thesis** **Project**

Your thesis/project title: _____

COMMITTEE MEMBERS**Anticipated Thesis Defense**

(Director Signature)

Semester: _____ Year _____

(Committee member signature)

(Committee member signature)

(Graduate Programs Coordinator signature)

Today's date: _____