

MFA Thesis Proposal and Submission Procedures

Please Note: These guidelines apply to the MFA in Creative Writing only. For complete Master's Thesis Guidelines for the English MA or MS degree, see <https://inside.southernct.edu/english/masters-exam-thesis>.

A. MFA Thesis Proposal

- The MFA Thesis Proposal consists of a working title and a 300-word project description. It is due to the thesis committee and MFA Coordinator via email by the eighth week of the first semester of ENG 590 thesis credits (or fourth week of the semester if the student is attempting all 6 credits of ENG 590 in a single term).
- Upon satisfactory approval from the committee and/or the completion of any necessary revisions to the proposal, the faculty advisor forwards a signed copy of the proposal to the MFA Coordinator and enters a final grade for the first semester of ENG 590. The MFA Coordinator notes acceptance and attaches a copy of the student's proposal for English departmental records in EAB/SSC Navigate.

B. Completing the Thesis

- A complete draft of the thesis is due to the committee by the **Monday of the twelfth week** of the semester in which the student intends to graduate. Upon receipt, the faculty advisor should notify the MFA Coordinator to confirm a scheduled date for a Final Committee Review. The "Final Committee Review" is not a formal defense but rather an informal review and discussion of the outcomes of the thesis, which may take one of several forms, based on the decision of the faculty advisor and committee:
 - a final in-person review of the thesis with members of the committee
 - an equivalent video-conference via Teams, Skype, WebEx, etc.
 - an email deadline by which all committee members will submit final comments to the candidate
- When the committee members have approved the thesis, they will indicate their approval on the signature page of the English Master's Thesis Acceptance form, which should include a final title and copy of the thesis abstract: [English Master's Thesis Acceptance Form](#)

C. Formatting Your Thesis

- For information on how to format your thesis, see the following Graduate School formatting guidelines. For exceptions to this formatting – especially for creative theses – speak to the MFA Coordinator or your thesis advisor.

Sample Thesis Title Page

https://www.southernct.edu/sites/default/files/a/sites/grad/20140930_sample.pdf

Sample Formatted Thesis

<https://www.southernct.edu/sites/default/files/a/sites/grad/Capstone-Sample.pdf>

D. Final Submission (ProQuest)

- The final, correctly formatted draft of the thesis and signed committee approval form is due to the MFA Coordinator **by the Monday of finals week**. Once the candidate has been notified that their formatted thesis is satisfactorily received, they must file a copy of the thesis with the university via ProQuest.
- For instructions on how to publish your thesis via ProQuest, follow the steps at the School of Graduate and Professional Studies: <https://www.southernct.edu/grad/current-students/student-research>
- In order to be approved for graduation, the candidate must send electronic confirmation of successful submission to ProQuest to (i) the faculty advisor, (ii) English Chair, and (iii) MFA Coordinator no later than 48 hours before final grades are due. If the student is still enrolled in ENG 590, the faculty advisor then enters a final grade for the thesis. If the student is no longer enrolled in ENG 590, the English chair notifies the registrar (via Degree Works) that the capstone has been successfully completed and the faculty advisor files a grade change for the incomplete grade.