

LOW-RESIDENCY MFA IN CREATIVE WRITING PROGRAM WEST VIRGINIA WESLEYAN COLLEGE

Residency & Semester Submission Checklist

Submit all materials **electronically** as email attachments, unless recipient requests hard copies. See current academic calendar for dates for deadlines; see Student Handbook for guidelines. Calendar, Handbook, this checklist, and all forms referenced below are available online at: www.wvwc.edu/MFA

WHAT TO SUBMIT	TO WHOM	DEADLINE
Each residency (except Final Residency)...		
Semester Project Proposal, as discussed with Advisor (<i>use form</i>)	Advisor, Director	3 days after end of residency
Residency Self-Evaluation (<i>use form</i>)	Advisor, Director	3 days after end of residency
Residency and Workshop Surveys (via Survey Monkey)	(online submissions—you'll receive an email with links)	3 days after end of residency
1st, 2nd, and optional cross-genre semesters...		
5 Packets (each incl. new & revised original work, 3 annotations per pkt [15 total for semester], letter on progress)	Advisor	Approx. every 3 wks as scheduled
<i>Each spring semester, if you plan to take out loans in the coming year:</i> File FAFSA for financial aid www.fafsa.ed.gov	Online	March or April (once you've filed taxes)
Final Portfolio (incl. <i>one</i> revised annotation, annotated bibliography, and revisions of selected original work, 30 pp prose, 15 pp poetry) (electronic submission pasted into a single Word Doc or sent as single PDF)	Advisor, Director	End of Semester Portfolio Due Date
Semester Self-Evaluation (<i>use form</i>)	Advisor, Director	End of Semester Portfolio Due Date
Semester Evaluation of Faculty Advisor (<i>use form</i>)	Director (<i>Director's advisees submit evaluation to Dean</i>)	End of Semester Portfolio Due Date
Workshop Sample for next residency	Director	At Director's request (approx. 6 weeks in advance of next residency)
CRITICAL ESSAY semester...		
5 Packets (each incl. new & revised original work [according to semester project plan], annotations [4 total for semester] or Critical Essay draft/s, letter on progress)	Advisor	Approx. every 3 wks as scheduled
<i>Each spring semester, if you plan to take out loans in the coming year:</i> File FAFSA for financial aid www.fafsa.ed.gov	Online	March or April (once you've filed taxes)
Application for Degree Audit Form (<i>use form in Program Forms</i>) (<i>if you're taking a cross-genre semester after Crit. Essay, submit this form next semester</i>)	Registrar	Anytime during semester before Thesis
Final Portfolio (incl. annotated bibliography and revisions of selected original work, 30 pp prose, 15 pp poetry) (electronic submission pasted into a single Word Doc or sent as single PDF)	Advisor, Director	End of Semester Portfolio Due Date
Critical Essay (PDF) (<i>see Handbook guidelines</i>)	Advisor, Director	End of Semester Portfolio Due Date
Semester Self-Evaluation (<i>use form</i>)	Advisor, Director	End of Semester Portfolio Due Date
Semester Evaluation of Faculty Advisor (<i>use form</i>)	Director (<i>Director's advisees submit evaluation to Dean</i>)	End of Semester Portfolio Due Date
Workshop Sample for next residency	Director	At Director's request (approx. 6 weeks in advance of next residency)
THESIS semester and Final Residency...		
Half of Projected Thesis Manuscript (single Word Doc or PDF)	Advisor, Director	End of 8 th wk of Semester (<i>other exchanges arranged with Advisor</i>)
Graduate Seminar Proposal for seminar to be taught at Final Residency (<i>use form</i>) (incl. any assigned reading; changes can be made later in semester)	Advisor, Director	End of 8 th wk of Semester
First Deposit of Thesis Manuscript (complete for committee review; incl Cover Page and Comprehensive Annotated Bibliography) (single Word Doc or PDF) (<i>see Handbook guidelines</i>)	Advisor, Secondary Rdr, Director (<i>who will also forward to Outside Rdr</i>)	End of Semester Portfolio Due Date
Final Self-Evaluation & Narrative Transcript (<i>use form</i>)	Advisor, Director	End of Semester Portfolio Due Date
Semester Evaluation of Faculty Advisor (<i>use form</i>)	Director (<i>Director's advisees submit evaluation to Dean</i>)	End of Semester Portfolio Due Date
Workshop Sample for next residency (<i>typically, for mixed-genre workshop at Final Residency</i>)	Director	At Director's request (approx. 6 weeks in advance of next residency)
Requests for minor changes to Graduate Seminar (if any)	Director	May 15 (for summer), Nov 15 (for winter)
Primary supportive material for Graduate Seminar (lecture, outline, etc)	Director, Advisor, 2ndy Rdr	2 weeks before Final Residency
Exit Survey (via Survey Monkey)	(online submission—you'll receive an email with a link)	1 wk after Final Residency
Final Deposit of Thesis Manuscript (PDF & Word Doc; <i>see Handbook guidelines</i>)	Advisor, Director	3-4 weeks after Final Residency