

MFA Visual Studies Calendar  
Spring 2019 Semester

\*for Graduating Spring 19 Thesis Students:

All Graduate students must pass the Graduate College's Blackboard course: THESIS-001 before the thesis draft is approved. This course is to ensure that you understand the procedure and requirements for the thesis requirements. Enroll according to these instructions:

[https://graduate.missouristate.edu/assets/graduate/Thesis\\_howtoenrollfinal.pdf](https://graduate.missouristate.edu/assets/graduate/Thesis_howtoenrollfinal.pdf)

**\*\*MFA students use a separate set of guidelines for their theses and have a separate quiz to complete. This quiz ensures that you are familiar with the MFA Thesis Formatting Guidelines. Enrollment instructions for this course are coming soon.**

Thesis Students are to provide proof of successful completion of MFA Thesis Formatting Quiz by submitted a screenshot of the successful completion to the Graduate Coordinator.

- January 7 All GAs/TAs report for duty; must be available for work or meetings New Student Orientation – Graduate College - REQUIRED of all NEW STUDENTS
- January 12 Graduate Student Orientation
- January 14 First day of semester classes
- January 18 Deadline to Apply for Graduation (Students planning to complete their degree in May 2018) - apply online at My Missouri State, Academics Tab
- February Date TBA. Initial meetings between MFA Thesis Exhibition Students and Springfield Art Museum (SAM) to discuss basic parameters.
- February 20 Deadline for Thesis Funding (as well as non-thesis research) Information can be found at <http://graduate.missouristate.edu/currentstudents/Funding.htm>
- February 26 (week of) Advising Appointment with Graduate Program Coordinator
- March 1 Deadline for the final written thesis text document for thesis due from graduating MFA students (in our department-to your grad committee...as opposed to grad college)
- March 8 Postcard design for SAM Thesis Exhibitions must be designed and relayed to SAM.

- April 1 Final approval of the printed thesis book design by MFA Thesis Committee.
- Artwork for SAM Thesis Shows must be chosen and approved by participants, their MFA Thesis Committee Members and Graduate Coordinator. All images, labels and statement information for the pieces you plan to exhibit at the Springfield Art Museum MFA group/thesis show MUST be turned in to me. Graduate Coordinator will relay this information to SAM
- Early April TBA: one-on-one meetings scheduled between students and SAM staff to discuss specifics on installation, delivery times (hardware and spacing).
- April 9 Grads going through 2<sup>nd</sup> year review need to have their form turned into Graduate Coordinator
- April 29 Thesis deadline for Spring 2019: Last day to submit approved thesis to the Graduate College
- April 26 1<sup>st</sup> YEAR GRADUATE REVIEWS  
2<sup>ND</sup> YEAR GRADUATE REVIEWS  
General Graduate Reviews (excluding final semester thesis students)
- First-Year Review Graduate Coordinator will distribute the materials and review forms to faculty. These will be DUE by the Friday of the following week.
- Late May Thesis deadline: Last day to submit approved thesis to the Graduate College; Documentation of video tutorials is required. (See BlackBoard Tutorial)
- May 1-3 Artwork Delivery and installation for SAM Thesis Exhibitions. Delivery/installation can begin at 1:30 and final preparations must be finished by the morning of May 3
- May 1-11 Non-Thesis Exhibition Student Group Show at the “Big Modern” Gallery. More information TBA
- May 3-26 MFA Thesis Exhibitions at Springfield Art Museum. All work must be ready for installation with no on-site construction.
- May 3 Springfield Art Museum MFA Group/Thesis show opening at 5:30 pm

- May 4 IDF- Graduate Interdisciplinary Forum
- May 6-10 First-Year Review Meetings to be scheduled between Graduate Coordinator and individual First-Year students this week.
- All grads submit end-of-the-semester record of their portfolio (email or give graduate coordinator a CD)
- May 17 GA duties end for the semester
- May 17 Commencement  
1:00 pm College of Arts and Letters
- May 20 TA grades for all classes MUST be submitted on-line by 2:00
- May 28 Pick up artwork from SAM Thesis Exhibitions
- Early June Last possible date for graduating MFA students to deliver 4 hard copies of their bound Thesis Books to the Graduate College WITH SIGNATURES IN PLACE (you may turn them in prior to this deadline but following commencement) (see BlackBoard Tutorials)
- July 1 Studio Transition Deadline
- Studios to be vacated will be cleaned/returned to satisfactory condition by this date. New studios, if applicable, will be ready for move/transition. All equipment (computers, tools, etc.) must be returned to the office.*
- July Deadline for Summer 2018 Thesis Submissions  
More information can be found on the BlackBoard Tutorial