

The Thesis Process

General Statement

The thesis is the culmination of a course of investigation that is the essence of an advanced degree. It consists of the development, implementation, presentation and oral defense of in-depth qualitative work, both theoretical and creative. The thesis is intended to provide the breadth and depth of knowledge necessary to prepare graduates for professional careers in dance. The thesis topic is conceptualized and implemented by each MFA student, focusing on a unified theme that may involve diverse elements of performance, choreography and other areas of interest. Thesis work should include a significant point of view, which contributes to a larger body of knowledge within the general dance profession. The thesis should focus on main areas of strength but should not exclude areas of challenge. In this endeavor, artistic work and scholarly research are intended to be integrated and mutually supportive. While all MFA candidates must demonstrate competency levels in technique, performance, choreography, teaching, and academic work during their graduate studies, each must also individually excel in their particular area of research.

Thesis development and implementation will be mentored by the faculty and supported by the course work taken. Thesis projects that include performance, choreographic, and/or technology components that require a stage production have the Fall Graduate Concert available as a presentation venue, contingent on faculty acceptance of the artistic plan and budget as developed by those graduates participating in the concert. Alternative venues are equally encouraged, valued and supported – please refer to *Graduate Concert Policies and Protocol* section of this handbook for further information. Each thesis should involve an artistic component(s), sound theoretical research directly related to that artistic investigation/interest/focus, grounded in supportive literature and personal reflection of the work done. Each candidate, once a thesis committee has been formed, may be provided a set stipend, to be determined by the Department Chair, to support his or her thesis work.

In one's thesis work, it is expected that each student be self-motivated, self-directed and personally responsible for getting the work done in a timely and mature manner. It requires that a student be open to feedback, articulate about their thinking, and fully invested in all aspects of one's thesis work. Doing so allows each candidate to work with his or her thesis committee in its intended role as mentors and advisors. If a candidate does not work to these expectations, the committee must then act in a more forceful way, placing the student in a less empowered position. Please work to avoid the latter scenario, which can place stress upon all involved.

The creative/performative component of the thesis (to be completed in one's third year beyond work done in required courses) consists of both the creation and performance of a work central to the focus of the thesis, as is to be the centerpiece of a thesis portfolio of selected works created and/or performed by the candidate. The form of the thesis concert work as well as those other works constituting the portfolio is to be developed,

discussed and ultimately approved by one's thesis committee. Thesis work may involve choreography, performance, video, community projects, etc. The creative work must relate specifically to one's thesis topic unless approved by one's thesis committee. The development of this work is overseen by one's thesis committee in terms of artistic development, presentation form, presentation venue and assessment of its ability to fulfill the creative thesis requirement.

Thesis Proposal

With guidance from the dance faculty in Research Design, Thesis Research Studio and other course work, all MFA candidates will thoughtfully self-design thesis proposals which might include, but are not limited to, any configuration of: a variety of performance and/or choreographic experiences, interdisciplinary artistic works, interaction with populations within the extended community, dance technology, or topical research related to the specific focus of the project as a whole. The Thesis Proposal is a written and verbal proposal, along with a physical embodiment and/or creative component such as a film, which articulates and demonstrates the core theme of the projected thesis project. To assist in the development and preparation of this proposal, each student will be assigned a faculty thesis proposal mentor. This assigned mentor need not serve on one's actual thesis committee. Towards one's thesis proposal development, the faculty in Thesis Research/Studio, the interim advisors, (and area appropriate faculty mentors) can also advise in the drafting of the thesis.

In keeping with a three-year program, all MFA candidates should complete thesis proposals at the end of their fourth semester. The proposal is intended to identify proportional components of specific interest as conceptualized by each candidate. The proposal format will be discussed in Thesis Research Studio and examples of successful thesis proposals made available for reference.

The thesis proposal is submitted and presented at the end of one's fourth semester in Thesis Research Studio, in verbal/written/choreographic/performance and/or video form. It must include a working bibliography and a summary of the topic(s) under investigation. A section on **why** this is a topic worthy of research, **how** it is to be realized, and **when** it is to be implemented, with a timeline for completion, should be included. A student should present a clear and concise research question motivating the thesis investigation. If a student is unable to present, or chooses to delay presentation, their progress in the graduate program may be delayed.

Once the formal proposal is made, three outcomes are possible: (1) The proposal is accepted; (2) The proposal is conditionally accepted, meaning the ideas are worthy but the student must re-conceptualize or adapt the proposal as per faculty suggestions, continuing to refine it at the committee level until it is fully accepted; (3) The proposal is not approved and the student must begin with a new plan of action or significantly revise the existing one. The latter is not a typical outcome; students are well advised before

their presentations and would not be in this category unless they had been unreceptive or unresponsive to faculty and pre-thesis mentor feedback. If for any reason the proposal as presented in Thesis Research Studio is not approved, non-approval will result in either a no-credit grade for this course (and the course must be taken again), or a T grade given; a T grade means that work is continuing and a final grade will be assigned once the proposal has been presented again and accepted. If one is required to repeat this course and the work does not improve, then that student may be removed from the program. Once full or conditional acceptance of the proposal is obtained, the thesis committee takes over the advising of thesis work. A student will receive written notification of acceptance from the Graduate Director along with thesis guidelines, a timetable for completion, and a contract covering one's working relationship with his or her thesis committee.

For thesis projects involving research with human subjects, including any interviews, videotaping, etc., students must first apply to the **Institutional Review Board** (IRB) for project approval. This process can take up to 2 months to complete and must be approved before starting any data collection. Visit the IRB website at www.utah.edu/irb or see Associate Professor Pamela Geber who has served on the IRB for more information.

A final copy of the accepted thesis proposal will be kept on file with the director of Graduate Studies. It serves as a contract between the student and their committee. Any revisions to the proposal must be approved by one's full thesis committee.

Creative Research Content Policy

The Department of Modern Dance's approach to the ethics of creative research is in accordance with the mission of the Institutional Review Board (IRB), which was designed to protect the physical and psychological wellbeing of human subjects and promote research practices that are consensual and non-coercive.

All students are advised to balance artistic risks with safety and respect for their peers and audience. For students exploring content and/or methods of a potentially controversial, explicit, or sensitive nature, please be mindful of our on-campus stakeholders, including, but not limited to: your cast, fellow students, family, friends, donors, faculty, university administration, general public and professional colleagues.

All student creative research designed for department-related performances must be viewed by faculty mentors prior to their premiere. The department has final approval of all works associated with it and reserves the right to remove any works from public presentations should faculty notification and approval be neglected or avoided,

For issues of personal safety and departmental liability, as governed by both Departmental and University-wide policy, students must fully disclose to their thesis

committee and the Department Chair any degree of nudity, acts, language, and/or other material that might reasonably be considered by any member of an audience to be unsafe or objectionable that takes place in works to be performed in any University-sponsored performance, either on campus (MCD Theatre or Studio 240) or off-campus. The department has final approval of all works associated with it.

Thesis Committee

The graduate student, upon successful completion of the thesis proposal then forms his or her MFA committee. The committee consists of three members, one of whom serves as committee chair. To form a committee, each candidate submits three names to the director of Graduate Studies of whom they would like to serve as committee members, along with whom they would like as Chair. Committee members should be selected on the basis of expertise in content areas relevant to the project/thesis proposal. The faculty will then meet to finalize each candidate's committee. Each candidate is guaranteed to have at least two Department members from their list on his or her committee regardless if all on the list are from within the Department, or if someone from outside of the Department is also being asked to serve. Committees are formed in this manner to provide each candidate with committee members as requested, yet also to spread the work more evenly among the faculty.

The Chair and at least one other committee member must be tenured or tenure-track Modern Dance Faculty. Lecturers may serve as committee members but not as Chairs. Adjunct faculty can serve if the Graduate School gives approval in writing. The student may choose a third committee member from faculty in other departments or professionals in the community with special permission granted by the Graduate School. Discuss the protocol for requesting an external committee member with your committee and the director of Graduate Studies. Committee selection should be made soon after thesis proposal acceptance and its members reported to the director of Graduate Studies. The Request for Supervisory Committee Form identifies who will serve on your committee and should be completed at this time with the director of Graduate Studies.

It is the responsibility of a candidate to work closely with his or her committee to bring the thesis to fruition. Thesis work is both mentored and sanctioned by their committee. All thesis-related work presented in a public venue must have committee approval prior to presentation. Students **must** meet with their committee on an on-going basis. These meetings are important opportunities to hone the project and its implementation, clarify thinking and guide the thesis. To monitor and assist work with one's committee, each candidate will sign a contract outlining expectations of one's relationship with their committee regarding meetings and showing of work. Failure to adhere to the thesis contract will result in the student not being able to complete one's graduate work, or require an additional semester(s) work. **Should one need to conduct orals past the semester of their anticipated graduation, a Thesis Research credit (6970) would**

be calculated at in-state rates. Any other classes would be calculated at out of state rates.

The following should occur in the thesis committee meetings:

- A student may be asked to further develop/clarify aspects of his/her proposal, and discuss any proficiencies/deficiencies in regard to the specific demands of the project/thesis.
- Student and committee members discuss criteria for evaluating both the project and written thesis components.
- Clear timelines are established to allow for ample feedback of both the artistic and written components of the thesis. Showings of works-in-progress and/or performance rehearsals should be set. A timeline for the written thesis should account for initial drafts, feedback, and revisions, with a deadline set for the submission of the final draft, at least two weeks prior to the scheduled oral defense.

Thesis Contract

This document serves in lieu of a syllabus for the course D6970, Thesis Research - Masters.

It is our sincere desire that MFA students the Department of Modern Dance be successful in their course work and advanced thesis research leading to the completion of both the thesis creative project and written thesis document. To facilitate success in the completion of the MFA degree, the faculty has developed a thesis protocol for all MFA students and their thesis committee. The contract below outlines important and necessary communication protocol for a beneficial working relationship between the student and his/her thesis committee throughout the thesis process.

This document serves as a contract between you, and your thesis committee. The purpose of your thesis committee is to guide you through the thesis process, assist in its implementation, dialogue with you about your work, and voice any concerns or recommendations that the committee may have in order to best assure your success. Regular and consistent contact with your thesis committee will greatly assist in all aspects of the thesis process, including the actual writing of the thesis and preparation for orals. Therefore, it is essential and mandatory to have your supervisory committee members as advisors to witness all stages of your thesis work. This contract is to formalize and record the involvement of your committee in order to assure regular meetings with your thesis committee in regards to both the creative and theoretical/written components of your thesis work.

It is expected that each student in one's thesis work be self-motivated, self-directed and personally responsible for getting the work done in a timely and mature manner. It requires that a student be open to feedback, articulate in their thinking, and fully invested in all aspects of one's thesis work. Doing so allows each candidate to work with their thesis committee in its intended role as mentors and advisors. If a candidate does not work to these expectations, the committee must then act in a more parental and forceful role, thereby placing the student in a less mature and empowered position. Please work to avoid the later scenario, which can place stress upon all involved.

Grading/evaluation of thesis work will involve multiple factors, to include:

- Meeting with your committee as required in this document and keeping to expected timelines. It is the student's responsibility to organize and schedule committee meetings.
- Openness to and participation in committee feedback and dialogue.
- Perceived effort and commitment to one's thesis work.
- Quality of thesis work.
- Personal and artistic growth as a result of one's thesis work and process.
- Depth of reflection regarding one's thesis work.

Creative Component

Each thesis must include the creation and presentation of a minimum of 20 minutes of creative work completed in one's third year beyond the work done in required courses. The form of this work is to be developed, discussed and ultimately approved by one's thesis committee. Exceptions to this requirement must also be discussed, developed and approved by one's thesis committee. The work can be done all within one project or may be divided into several smaller works. It may involve choreography, performance, video, community based research, etc. The majority of one's creative work must relate specifically to one's thesis unless approved by one's thesis committee. The development of all creative work as a part of the 20-minute requirement must include the mentorship and involvement of the thesis committee prior to its presentation. This includes discussion of artistic development, presentation form, presentation venue and assessment of its ability to fulfill the creative thesis requirement.

To assist in the oversight of thesis work, each candidate must meet with their committee at the beginning of the fall semester to present a proposal as to how they will fulfill their 20-minute creative requirement. The candidate will again meet with their committee at the end of the fall semester, after the graduate concert, to reassess one's thesis plan.

All creative thesis work shown in the fall formal graduate concert **must** be seen in process a minimum of three times by one's committee prior to tech and dress rehearsals (given faculty schedules, it is not necessary for all committee members to be at every showing, but each committee member must see the work at least twice.) One of these three required viewings may be the salon showing of works usually scheduled a month before the graduate concert, with the work also being seen at least once before

and after this salon showing. Failure to do so will automatically preclude the presentation of one's thesis work in that venue, and as a consequence may either jeopardize being able to complete one's graduate work or may require an extra semester's work. All other projects and presentations in alternative venues must include the involvement of one's thesis committee, to be determined through discussion with one's thesis committee. A salon showing at the end of spring semester will be provided for candidates to present work not shown on the graduate concert. The salon showing is offered as an opportunity to show one's work to the full faculty, particularly if one's full committee was not able to attend the presentation of a candidate's creative work. The work may be shown as a live performance or video documentation.

Theoretical/Written Component

The written thesis is a 25-40 page document unless the committee recommends or agrees to an alternative length. You must hold an initial committee meeting immediately after a committee has been formed. You are subsequently required to meet at least monthly with your committee regardless of the progress made since your last meeting. Failure to meet with your committee as required above may result in serious consequences (e.g. a lower grade for thesis work) and difficulty in the successful completion of thesis work (given faculty schedules, it is not necessary for all committee members to be at every meeting, but each committee member should be given updated thesis written materials for feedback). Deadlines for submitting regular drafts of the written component will be developed in consultation with the committee. Failure to adhere to these deadlines may result in one not being able to complete his/her graduate work or may require an extra semester's work.

Candidate date

Committee Chair date

Eric Handman, Director of Graduate Studies date

Project Implementation

Once the thesis proposal has been accepted and a committee formed, work should begin on the project(s) as described in the thesis proposal. Candidates doing thesis related work must register for Thesis Research: Master's - D6970, for each semester in which they are involved in thesis related work. Thesis Research: Master's enables candidates to gain credit for master's level thesis work. Master's thesis candidates must be enrolled for at least 1 Thesis Research credit during the semester of one's thesis oral defense and must accrue at least 6 and up to 12 Thesis Research credits to fulfill degree requirements. An additional requirement of this course is that all those

registered will meet regularly under the guidance of a faculty member to read and assist those currently writing their thesis. This will help those already in the writing process and prepare those who have yet to begin writing their formal thesis.

Thesis Portfolio

The thesis, along with documentation of all creative and other scholarly work, representing the significant developments in one's creative and theoretical research is called the Thesis Portfolio. The final written thesis document must include an "annotated bibliography" outlining all work produced in the program that the candidate feels played a significant role in their artistic and theoretical development. An annotated bibliography is a list of citations to dances, screendances, articles, community projects and other relevant documents the candidate has produced or in which has played a vital role. Each citation is followed by a brief (usually approximately 150 words) descriptive paragraph. Citations are to be determined in consultation with the thesis committee. The candidate will include reasons as to why the selected works are relevant to their artistic development. The annotated bibliography must be an appendix to the written thesis and must accompany the thesis at orals. The candidate must be in regular communication with their committee to ensure that their thesis portfolio fulfills the agreed upon expectations of the committee and the Department in terms of artistic development, presentation, form and venue.

Online portfolios

In addition to the annotated bibliography accompanying the written thesis, an online portfolio is to be created through a platform such as WordPress, Wix, Weebly, etc., to house the candidate's aforementioned creative research, performances and/or publications.

Writing the Thesis

The written thesis is a 25-40 page document unless the committee recommends or agrees to an alternative length. Examples of successful theses are available for reference in the Marriott Library. There is no prescribed formula regarding **content** presentation of thesis information; this will vary from student to student. It should be concise, demonstrating both a depth of investigation and mature thought. Research Design and consultation with your committee should both provide helpful insights.

There are prescribed guidelines regarding the **layout/format** of the thesis. Students should consult the *Manual for Theses and Dissertations* available from the Thesis Editor in the Graduate School, Park Building, Room 302, to ensure that document guidelines are being fulfilled.

In order to facilitate your graduation plans, **the first draft of your thesis must be given to your committee at least 8 weeks prior to the end of the semester in which you**

plan to hold your oral examination (see thesis contract for specific deadlines). Once your committee has approved a semi-final draft, it is recommended that you go to the Thesis Editor for a preliminary format check. This will save you both time and effort later. To guarantee graduation in the Spring you must submit the written thesis for format approval to the Thesis Editor by the third week of March. A calendar listing due dates for guaranteed completion in a given semester plus further thesis information may be obtained on the graduate school web site at www.utah.edu/gradschool under the heading, Thesis Office.

To submit a manuscript for final format approval, a candidate must first obtain Final Reading Approval. The thesis committee signs final Reading Approval forms at the orals. **In order to schedule and hold one's orals exam, the thesis must be entirely finished and ready for the thesis editor, meaning no significant revisions are required by the committee post orals (the Thesis Editor may require formatting revisions though post orals).**

Final Orals

Candidates must accrue a minimum of 6 thesis credits in order to earn their MFA degree. Candidates must be registered for at least 1 credit of Thesis Research – Master's (D6970) in the semester that they hold their orals. If a candidate does not complete their written thesis and hold orals in one's sixth semester, then he/she will be required to sign up for at least another thesis credit in the semester he/she holds their orals even if it means taking more than a total of 6 credit hours. Thesis Research credit (6970) would be calculated at in-state rates. Any other classes would be calculated at out-of-state rates.

Candidates meet with their thesis committee in the oral defense to discuss and evaluate the thesis project as well as other aspects of the candidate's graduate study. The format of orals usually begins first with a presentation by the candidate of a brief 5-10 minute summary of their thesis work, followed by a discussion period based upon questions posed by one's thesis committee. The final orals serve as an opportunity for the committee to ascertain the candidate's level of informed proficiency within the particular content areas of the project/thesis, the MFA curriculum taken, and areas of general knowledge expected of Master's level graduates within the field.

Candidates may schedule orals only with the approval of their committee once the written thesis is entirely complete including all revisions as required by the committee. Each candidate is responsible for arranging, well in advance, the meeting place and time (check committee members' availability) and having readied all necessary forms for the orals. Candidates work with the Department Office Assistant to arrange this. Candidates must inform the Director of the School of Dance, Director of Graduate Studies and the Office Assistant of the time and date orals are to be conducted at least two weeks prior to the date agreed upon by the committee. All orals must be publically announced and open to the public.

If successful, candidates will have demonstrated proficiency as identified earlier, completed all necessary course work, presented complete documentation of their thesis project (may include video/DVD) and submitted their written thesis in its final form. At the conclusion of a successful orals defense, the following forms must be given to the director of Graduate Studies: **Supervisory Committee Approval, Final Reading Approval, Report of Final Thesis Grade Form, and Change of Final Grade Forms** to assign a grade to Thesis Research credits (D 6970) from prior semesters. The student must then complete all of the paperwork and graduation protocol as described below.

Forms to go into Orals with Candidate: *See the Office Assistant for these*

1. **Change of Grade Forms** (for Thesis Research: Master's D6970) for any semesters prior to the semester of Orals in which the candidate received a grade of 'T'.
2. **Report of Final Thesis Grade Form** (this form records the grade the candidate receives for Thesis Research: Master's D6970 for the semester in which orals are held).
3. **Supervisory Committee Approval Form**
4. **Final Reading Approval Form**

Pick these forms up from the Office Assistant a few weeks before your Orals. Once the forms have been completed and have the appropriate signatures, immediately return them to the Office Assistant.

It is the Director of Graduate Studies' responsibility to submit change of grade forms to the Registrar and to post the Thesis grade for the semester in which Orals are held.

In the unusual case a candidate is not successful in the oral defense, the committee meets with the student to identify a pathway for completion. This could include revision of the project and/or thesis. Additional course requirements or independent study of research topics to compensate for deficiencies in content areas relevant to the degree may be required. Candidates will not be allowed to schedule their orals unless there is the strong expectation of success.

Note: Many candidates find the deadlines for thesis completion within their final (6th) semester and subsequent scheduling of orals very difficult to meet, for orals must be completed mid-semester in the semester one expects to graduate. One option is to graduate in the following (summer) semester without having to take further credits. This allows a candidate until the end of their final (6th) semester to complete their thesis requirements. **To do this, all thesis work must still be completed before the end of the semester, including orals (faculty are not available during the summer). If orals are not held and Final Reading Approval**

obtained by the end of the semester, then the candidate must re-enroll and graduate in the following Fall or Spring semester.

Digital Thesis Submission Steps

After your defense, please deliver a single-sided, hard copy of your thesis along with the signed Supervisory Committee Approval form and Final Reading Approval form to the Thesis Office, 302 Park Building. At the time of format approval, you will be given instructions by the Thesis Office for electronic submission of your manuscript for publication with ProQuest. A thesis release will be posted electronically after final approval of your submission. You may check your approval status through Grad Tracking. Your diploma will be issued through the Graduation Office.

A digital record of your final thesis creative research must be presented to the Graduate School for final housing on ProQuest, the private digital archive of the University of Utah. Students can receive information regarding the process for uploading any multimedia materials with the text of their thesis through the ETD (Electronic Thesis and Dissertation) Administrator, which is managed by the Graduate School. During the process of submitting their work, students can also choose to deposit their thesis (including video materials) into USpace, the institutional repository of the University of Utah. This is an open access archive that gives greater visibility to their work, ensuring that even individuals that don't have access to ProQuest through a subscription can still access the students' work through USpace. If the students have used only their original works, then the library gets permission from them via forms from the Graduate School to digitally archive (i.e. copy, display, distribute). If graduate students use music by established composers beyond fair-use guidelines (such as amount, purpose, nature of the work, market effect, etc.), it is advised for issues of copyright, that you request permission from the artist's publishing company. If permission has not been granted, another option is to limit public access to your thesis work to the University of Utah campus community through ProQuest. Tools for assessing your fair use of copyrighted work can be found at <http://www.librarycopyright.net/fairuse/>
<http://techtv.mit.edu/collections/mitlibraries/videos/4882-a-window-on-fair-use>

THESIS TIMELINE

SEMSTERS 5 and 6

In these semesters, the following steps should be taken:

- Thesis project(s) implemented and mentored by committee
- Thesis projects publically presented
- Thesis written and approved by the thesis committee to advance to oral defense
- Final Orals Exam publicly advertised and held
- Graduation protocol followed through to degree granting

The following are required deadlines that must be met in order to assure completion of the thesis in your final semester in the program. Failure to meet these deadlines may put completion in jeopardy and if a candidate falls too far behind schedule, a thesis committee may mandate a postponement of orals to the next semester.

To graduate in the semester of one's orals, theses must be into the thesis editor and orals must be held by mid-semester. If orals are held at the end of the semester, a candidate will graduate in the following semester but will not have to pay for any further credits.

To Graduate in Semester of Orals

Semester Prior

- 1- Finish all creative work
- 2- Meet with thesis committee for in-depth thesis discussion
- 3- Complete outline form of thesis
- 4- Complete major portion of theoretical research
- 5- Supply graduation office with an Application for Graduate Degree.

Semester Break Begin Writing

Semester of Orals

Week 1	Meet with committee for discussion
Week 2	1/2 of a thesis draft in to committee, 12 pages minimum
Week 3	Meet with committee for thesis draft feedback
Week 4	2 nd half of thesis draft in to committee, additional 12 pages minimum
Week 5	Meet with committee for thesis draft feedback
Week 6	Complete draft of thesis presented to committee with re-writes as suggested by the committee from the initial drafts
Week 7	Meet with committee for thesis draft feedback
Week 8	2 nd thesis re-write presented to committee in final form Orals scheduled
Week 9	Orals Held
Week 10	Thesis submitted to Editor, grades submitted to Administrative Assistant
Week 11-16	Finish with the Thesis Editor

To Graduate in the Semester Following Orals

Semester Prior 1- Finish all creative work

- 2- Meet with thesis committee for in-depth thesis discussion
- 3- Complete outline form of thesis
- 4- Complete major portion of theoretical research

Semester Break Begin Writing

Semester of Orals

- Week 2 Meet with committee for discussion
- Week 5 1/2 of a thesis draft in to committee, 12 pages minimum
- Week 6 Meet with committee for thesis draft feedback
- Week 8 2nd half of thesis draft in to committee, additional 12 pages minimum
- Week 9 Meet with committee for thesis draft feedback
- Week 11 Complete draft of thesis presented to committee with re-writes as suggested by the committee from the initial drafts

- Week 12 Meet with committee for thesis draft feedback
- Week 13 2nd thesis re-write presented to committee in final form
Orals scheduled
- Week 15 Orals Held
- Post Semester End Thesis submitted to Editor, grades submitted to Administrative Assistant
Finish with the Thesis Editor

MFA GRADUATE FORMS CHECKLIST

_____ Request for Supervisory Committee

_____ Master's Application for Admission to Candidacy

_____ Report of the Final Examination for the Master's Degree

_____ Supervisory Committee Thesis Approval

_____ Grade Change Forms (for each Thesis Research course previously assigned a T)

_____ Final Thesis Reading Approval

_____ Thesis Release

_____ Transcripts (unofficial ok)

EXPLANATION OF GRADUATE FORMS

Request for Supervisory Committee - identifies who will serve on your thesis committee and serve as chair of the committee. This is done right after your thesis proposal has been approved, end of third semester or early fourth semester. Your graduate advisor completes this form, but it is the candidate's responsibility to meet with the graduate advisor in order to provide him/her with committee member names.

Master's Application for Admission to Candidacy - is a final record of the course work the candidate wishes applied to their MFA Degree. The number of credit hours listed must be within one unit of the 61 credit requirement for the MFA Degree. The candidate must complete this form and provide it to the Graduate Advisor in their 5th semester, and update this form each subsequent semester. The form is available on-line on the College of Fine Arts web site. Final corrections and additions to this form are made at the time the thesis oral exam.

Report of the Final Examination for the Master's Degree - is completed at the conclusion of your thesis oral exam by your thesis committee to verify that you have passed your orals.

Supervisory Committee Approval - is signed at the successful conclusion of the thesis oral exam by the thesis committee indicating the written thesis has been approved. Preliminary approval of the written thesis must be obtained from the thesis committee before orals can be scheduled.

Grade Change Forms - assign grades to Thesis Research credits from prior semesters. This is done at the conclusion of the oral exam, completed by the thesis chair and submitted by them to the Registrar.

Final Reading Approval – is signed by the chair of the thesis committee, usually at the conclusion of the oral exam. If the committee requests any changes/rewrites of the written thesis, these changes must be made before this form is signed.

Transcripts (unofficial ok) Candidates submit their transcripts, which include grades for all semesters to the College of Fine Arts along with the Report of the Final Examination for the Master's Degree, Master's Application for Admission to Candidacy form, the Supervisory Committee Approval (copy), and Final Reading Approval (copy).

Thesis Release The thesis editor provides this document when all thesis written work is completed and approved. The Thesis Release is required for the granting of the degree. Copies are sent to the College of Fine Arts, Graduation Office, the Department of Modern Dance and the candidate. Once received, the candidate should keep their Thesis Release in a safe place until the actual degree is received from the University.

Note: The Report of the Final Examination for the Master's Degree, Master's Application for Admission to Candidacy form, Supervisory Committee Approval, Grade Change forms and Final Reading Approval are brought with the candidate into the oral examination. Work with the Office Assistant to assure that these forms are ready for you.

Sample Forms Are Located At

<http://www.dance.utah.edu/index.php/resources/detail/325/>

www.dance.utah.edu > Resources > Current Students > Forms, Requests > MFA Candidate Sample Forms

Thesis-related online resources

Thesis Office: <http://gradschool.utah.edu/thesis/>

Thesis Calendar: <http://gradschool.utah.edu/thesis/calendar/>

Thesis Handbook: <http://gradschool.utah.edu/thesis/handbook/>

Thesis Templates: <http://gradschool.utah.edu/thesis/thesis-templates/>

Thesis Forms: <http://gradschool.utah.edu/thesis/forms/>

The University of Utah Graduate School policies and procedures:
<http://www.gradschool.utah.edu/catalog/index.php>