



UNIVERSITY OF CENTRAL FLORIDA

Graduate Program Handbook - 2024/25

Creative Writing MFA

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the Creative Writing Master of Fine Arts Program.

Terry Thaxton • May 21, 2024 • Department of English



Last updated: May 21, 2024

Letter of Welcome

Welcome to the University of Central Florida's Creative Writing *Master of Fine Arts* Program. The Creative Writing MFA is a supportive and vibrant community for writers. Our award-winning faculty are dedicated to the growth of each writer in the program. We have between 30-40 students in the program, and we admit 15-20 new students each year. We believe that a diverse group of students creates the best learning environment. Hence, we encourage applications from marginalized groups—including people of color, women, people from working class backgrounds, and LGBTQ people.

We accept applications in fiction, poetry, creative nonfiction, and we encourage students to work in hybrid and experimental/new forms.

Our innovative curriculum includes courses in professional development, workshops, editing and publishing, and a variety of craft-focused courses. We encourage students to experiment and push boundaries in their work. We offer specializations in creative nonfiction, fiction, poetry, and hybrid forms. In their second year, students work one-on-one with one faculty member on a creative thesis worthy of publication.

If you need assistance, contact the Graduate Admissions Specialist (407-823-5329). The Graduate Admissions Specialist will answer your questions, direct you to the information, or recommend you schedule an appointment for you with the MFA Program Director.

Table of Contents

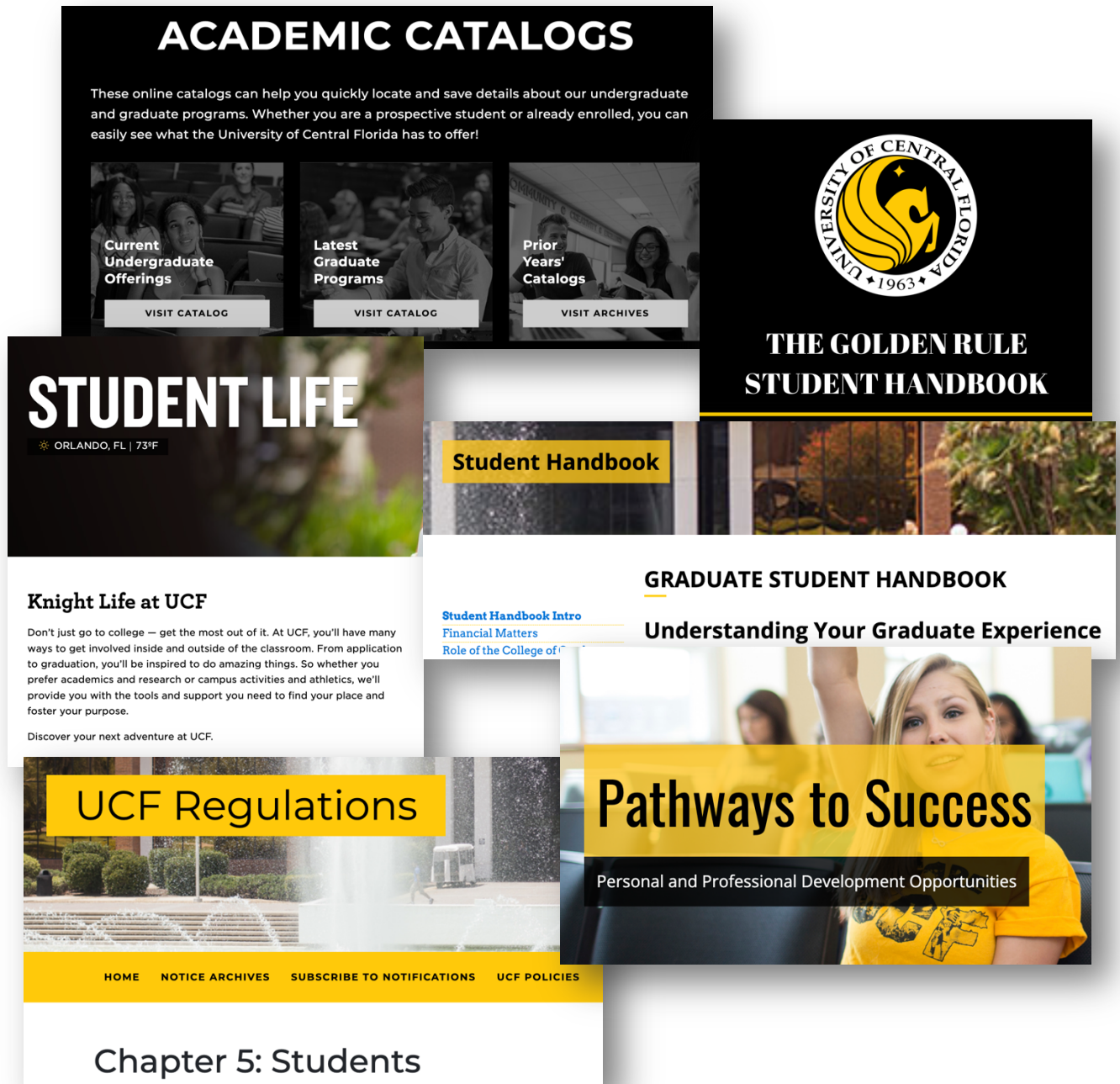
Letter of Welcome	i
Navigating Policy and Resources at the University of Central Florida	5
<i>How to Use This Handbook</i>	6
<i>Who to Contact for Questions</i>	6
Introduction/Overview Section	8
<i>Complete Name of Degree</i>	8
<i>College</i>	8
<i>Department</i>	8
<i>Program Website</i>	8
<i>Year of Program Inception</i>	8
<i>Program Overview Narrative</i>	8
<i>Program Accreditation/Certification</i>	8
<i>Student Learning Outcomes/Competencies</i>	9
<i>Student Expectations</i>	9
<i>Program Professional Conduct/Ethics Statement</i>	10
<i>Professional Development</i>	12
<i>Advising/Mentoring</i>	12
<i>How to Get Involved</i>	12
Curriculum Section	16
<i>Admission Requirements</i>	16
<i>Degree Requirements</i>	16
<i>Internship/Practicum</i>	19
<i>Independent Study</i>	19
<i>Sample Plan of Study/Completion Timeline</i>	19
Thesis and Dissertation Section	21
<i>Master's Thesis - Overview</i>	21

Choosing a Literary Genre.....	22
Thesis Proposal	22
Thesis Director	22
<i>Master's Thesis – Committees</i>	<i>23</i>
<i>Master's Thesis – Defense.....</i>	<i>24</i>
Thesis Defense Announcement	24
Thesis Distribution	24
Thesis Approval Form	24
Thesis Defense.....	25
<i>University Thesis Requirements</i>	<i>25</i>
Program and Institutional Policies	27
Absences	27
Academic Standards/Conduct/Integrity.....	27
Accommodations	28
Appeals/Grievances	28
Communication.....	28
Continuous Enrollment.....	29
Disability Statement.....	30
Dismissal/Discipline.....	30
Diversity Statement.....	30
Enrollment in Thesis/Dissertation Hours.....	31
Full-time and Part-time Requirements.....	31
Golden Rule.....	31
Grading and Grading Procedures.....	32
Harassment.....	32
International Students	32
Plagiarism	33
Probation	33
Satisfactory Progress.....	33
Time Limits to Degree Completion	34
Transfer Credit	34

<i>Authenticate</i>	34
Additional Program Details	36
<i>Financial Aid and Funding</i>	36
<i>Provost Fellowships</i>	36
<i>Ted Greenberg Memorial Scholarship</i>	36
<i>Graduate Teaching Assistantships</i>	36
<i>Graduate Assistant</i>	37
<i>Second-Year GTA Position in Composition</i>	37
<i>Graduate Assistantship Details</i>	38
<i>Professional Membership</i>	38
<i>Graduation Requirements</i>	38
<i>Job Search and Career Pathways</i>	39
<i>Student Associations</i>	39
<i>Graduate Student Center</i>	40
<i>Student Research Week/Student Scholar Symposium</i>	40
<i>3 Minute Thesis (3MT)</i>	40
<i>Forms</i>	40
<i>Useful Links/Resources</i>	41
<i>Graduate Faculty</i>	41
<i>Description of Core Courses</i>	42
<i>Appendices</i>	43

Navigating Policy and Resources at the University of Central Florida

This handbook is one of many sources to consult as you become familiar with the policies, procedures, requirements, resources, and norms of graduate education at the University of Central Florida.



How to Use This Handbook

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements, and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

Who to Contact for Questions

Many of your questions about how to meet expectations and thrive as a graduate student will be answered by the various sources of policies, procedures, requirements, resources, and norms listed in this document. Several key positions in this department and on campus are ready to answer your remaining questions:

Email: englishgrad@ucf.edu

Graduate Program Staff

The Graduate Admissions Specialist for English Department Graduate Programs serves as a point person for program policy and procedures. The Graduate Admissions Specialist is well versed in most elements of graduate education that extend beyond academic instruction in your program and will likely be your first stop for questions related to anything in this handbook. Contact englishgrad@ucf.edu for any questions.

Director of Graduate Studies

The Graduate Program Director in English is a faculty member designated to administer and direct the educational vision and structure of the program.

Names and contact information of your Graduate Program Director and Staff can be found on your program's page in the [Graduate Catalog](#). Simply navigate to the Programs tab in the catalog and then navigate to the program name. Contact englishgrad@ucf.edu.

Graduate School Services

For general graduate inquiries and graduate student services from the Graduate School, please review the [College of Graduate Studies](#) website as an additional resource.

Introduction/Overview Section

Complete Name of Degree

Creative Writing Master of Fine Arts

College

College of Arts and Humanities

Department

Department of English

Program Website

<https://cah.ucf.edu/english/creative-writing-mfa/>

Year of Program Inception

2007

Program Overview Narrative

The Creative Writing MFA 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 genre (fiction, nonfiction, or poetry) 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 writers, editors, and university level professors.

The minimum total hours required for the Creative Writing MFA is 36 credit hours, including nine required credit hours of writing workshops and the thesis.

Program Accreditation/Certification

The Creative Writing MFA Program is a member of the Association of Writers & Writing Programs.

Student Learning Outcomes/Competencies

The program prepares students to produce original, full-length literary works of publishable length, depth, breadth, and sophistication. The program also provides professional development for students to begin careers in creative writing fields such as a professional writer, tenure track professor, teacher, editor for a literary journal, trade magazine, or publishing company, reviewer, or arts development or administration.

Student Expectations

Preparation & Participation

Graduate workshops and seminars are quite different from undergraduate courses. As an undergraduate, it is often possible to earn an A by speaking up occasionally, showing up most of the time, and completing most of the reading and writing assignments. Not so in graduate school, where self-motivation, avid intellectual curiosity, and devotion to your own growth as a writer are expected.

Community Engagement

A sense of community is essential to success in graduate school; get to know the other MFA students outside of the classroom. PARCELS, GWA, *The Florida Review*, The Literary Arts Partnership, readings, and other events are designed to foster this community.

Independence & Balance

An academic career rewards self-motivation and diligence. Everyone has a life outside of graduate school, which may include a job and/or family responsibilities, but those other commitments won't exempt you from your academic responsibilities. The MFA Program is about cultivating your original writing and preparing for a career in writing, editing, and/or teaching. To make the most of your time in the MFA, take charge of your own progress, and yet balance your academic, family, and work lives.

Work Ethic

An academic career is not a nine-to-five job. Whether or not you plan to pursue a career in academia after you complete your MFA degree, while you are in the program, you should plan on devoting at least some of your nights and weekends to graduate work.

Grades

A reality for graduate students is that expectations are higher for them than for undergraduates. Whereas a "B" in undergraduate courses might have meant an "above average" performance, in graduate courses getting "B" or "B+" is an indication that you need to work harder.

Support

The program has high expectations of you, and you have many new responsibilities as a graduate student. But the director, faculty, and staff are here to help you. Don't hesitate to ask for support or guidance.

Program Professional Conduct/Ethics Statement

As a community of writers, we recognize that the freedom of inquiry essential to creative work carries with it the responsibilities of professional conduct. Students are expected to adhere to the rules and regulations as stipulated by the University of Central Florida and the MFA Program handbook.

First, our teaching and writing must be respectful. Members of our community actively demonstrate respect for others. We also do not exploit or discriminate against others on grounds including, but not limited to, race, ethnicity, national origin, religious creed, age, gender, gender expression, sexual orientation, or disability; we do not sexually harass students, colleagues, or staff members; and we do not use language that is prejudicial or gratuitously derogatory. All members of the community are expected to behave in a respectful and courteous manner to others, avoiding threatening or bullying behaviors such as stalking, dishonesty, or disrespect for others' personal space or misuse of shared spaces. We demonstrate respect for knowledge and creativity by avoiding capricious or arbitrary decisions regarding professional status or academic freedom, the misuse of confidential or private information, and the practice of deceit or fraud of the academic community or the public. We will value this respect in our own conduct and will actively admonish failures of respect in the action of others.

Second, professional conduct in the creative writing classroom requires accepting that the workshop is a unique place. The kinds of conversations we have in the classroom are different from the conversations we have elsewhere. The workshop is not a place to surround ourselves with friends, assured that we will all feel the same way. Not a place to avoid the difficult, political, or uncomfortable. Not a place to scold, correct, or hold back for fear of being wrong like we might on social media.

In the classroom, we will speak not because we have the answer but because we are trying to understand something difficult. We will assume that everyone else is also struggling to understand.

While we won't question the values or intentions of others, we will talk about how the work of others and ideas might be interpreted. Also, we should be questioning our values and intentions. If we firmly believe something, we make space to imagine that it might be otherwise, and ask, what then?

The classroom works best when we are open, vulnerable, and working at the edge of our understanding. Other people may understand more or less than us. Be patient and learn from others. We help others learn when we can, but we aren't preachy or eager to correct. We should listen much more than we speak, and when we do speak it should be part of a conversation, responding to others or inviting them into a conversation.

Third, our community rests upon the fundamental assumptions of ethical authorship within the responsible conduct of the literary landscape. Graduate students must not plagiarize the work of others. In addition, submitting the same work to fulfill more than one requirement will be considered self-plagiarism unless there is a substantial revision or addition to the first work and the resubmission takes place with full knowledge and approval of the faculty member to whom the work is being submitted.

Fourth, our community upholds these professional standards in all areas including in our interactions with others, in our engagements with cultural knowledges, in identifying and managing conflicts of interest, in managing material, in using MFA and UCF resources, in mentoring and training, and in collaboration.

Enacting these responsibilities upholds the creative activity and academic integrity of our community and the personal integrity of its members. In the assessment of professionalism, instructors and program administrators will consider each student's conduct; the quality of interactions; and meaningful engagement in all aspects of the program.

Students who are in violation of these behaviors will be counseled according to the procedures below and reminded of UCF/MFA expectations. If, after such counseling, the faculty or program administrators conclude that the student is not able or willing to demonstrate an acceptable standard of professionalism, or if there is repeated disregard or violation of standards of professionalism, such behavior will lead to dismissal from the program.

Here are some resources to help you better understand your responsibilities:

[UCF Graduate Student Handbook](#)

[UCF Graduate Student Handbook: Academic Integrity](#)

[UCF Graduate Student Handbook: Standards of Conduct & Responsibilities](#)

Professional Development

All first-year MFA students take the course Professional Development for Creative Writing, which provides the foundation for building a writing life. In this course students explore career pathways such as editing/publishing, teaching, freelance writing/editing, and alternative careers for writers. The program builds on the primary skills of writing, editing/publishing, and literary citizenship by offering workshops, visiting writers' series, assistance in presenting at national conferences, community-based readings,

The College of Graduate Studies offers the [Pathways to Success](#) program that we encourage students to explore.

Advising/Mentoring

Your academic advisor is the MFA Program Director (or the English Department Graduate Programs Director).

Your advisor assists you in acquiring the highest possible level of knowledge and competence in the field and determines whether you have performed at an acceptable level in each of your degree milestones. Your advisor also tracks your progress in completing your degree, assists with course selection and planning your academic path, and helps you identify possible research mentors, committee members, and research opportunities.

Both the student and advisor are responsible for making their expectations clear to each other. Be sure to discuss this with your advisor.

How to Get Involved

As a graduate student at UCF, you have a multitude of opportunities to become involved on campus and in your academic discipline. This involvement often enhances your academic, professional, and personal growth through developing advanced leadership, communication, and collaboration skills. It also provides opportunity for professional networking.

Here are a few ways to get involved:

Online

X: ucf_crw_mfa

Instagram: @ucf_crw_mfa

FaceBook: [UCF MFA Creative Writing Students, Alumnx, and Friends](#)

The Graduate Writers Association (GWA) is a Registered Student Organization (RSO) with UCF. GWA hosts monthly community-based student, faculty, and alumni readings, organizes a visiting writer series, and hosts social and professional development opportunities. *Parcels: MFAs in Progress* is the monthly community-based reading. Students who wish to be involved pay dues. Student members who wish to read should contact the GWA officers.

[The Florida Review](#) is UCF's national literary magazine published twice yearly by the department, established in 1972. Each issue includes poetry, fiction, creative nonfiction, and graphic narrative. Established in 2017, *Aquifer* is the interdisciplinary online supplement to The Florida Review and publishes poetry, fiction, creative nonfiction, graphic narrative, book reviews, author interviews, visual art, short film, and digital and electronic narratives.

There are many ways for graduate students to be involved with TFR to gain hands-on experience in the editing profession, as well as behind-the-scenes knowledge of the submission process. For details and more information, visit [Information for Students TFR](#).

[Writers in the Sun](#) is a reading series supported by the department that brings to campus writers of national reputation. Typically, this series brings in two writers in the fall and two in the spring semesters. Recent visiting writers include Tim Siebles, Marya Hornbacher, and Laura Kasischke.

[The Cypress Dome](#) is UCF's undergraduate literary publication. It is edited and run by undergraduates and is open to submissions from any UCF student.

[The Literary Arts Partnership](#) is a program that uses the literary arts to improve the learning attitude, ability, and self-sufficiency of vulnerable youth and adults in our community. At the same time, this project provides an opportunity for college students to apply their knowledge in the "real world" and builds a bridge between their academic world and the greater community, potentially leading them to careers and long-term commitment in community service.

[English Symposium](#) is an annual symposium the intent of which is to capture a snapshot of the intergenerational and multifaceted contributions of students, alumni, and faculty to our dynamic learning community. In this one-day event, we seek not only

to highlight the importance of the humanities in the university but also to foster a sense of shared discourse and intellectual collaboration and to celebrate all the different kinds of work that we do.

On Campus & In the Community

UCF supports the reality that education should influence and improve people's lives beyond the university classroom. Since its inception, this idea has guided the university's work.

[Atlantic Center for the Arts](#) (ACA) is a non-profit multidisciplinary artist residency facility located in New Smyrna Beach, Florida. UCF College of Arts and Humanities and ACA are partners, and our faculty, students, and alumni attend residencies on scholarship (free) if selected by the Master Artist. Additionally, usually each summer and winter, our alumni organize a low-cost, week-long private retreat at ACA for MFA students and alumni.

[Burrow Press](#) is an independent, literary publisher based in Orlando, FL. As one of only a few literary publishers in Florida, our mission is twofold: to expand the boundaries of Florida Literature by (1) publishing the best contemporary writing by new and established authors, and (2) fostering literary community in Orlando, Florida, and beyond.

[The Drunken Odyssey Podcast with John King](#) is a forum to discuss all aspects of the writing process, in a variety of genres, in order to foster a greater sense of community among writers.

[The Kerouac Project](#) supports writers through residency and other programs that seek to enrich the Greater Orlando community. We have the annual Kerouac Kareoke at the Kerouac House in College Park, an event created by MFA students.

[Loose Lips Reading Series](#): On the first Tuesday of every month at Lil' Indies, writers share new work inspired by the last 30 days of news. 8PM, FREE, 1036 N Mills Ave, Orlando, FL. Founded by Tod Caviness and hosted/curated by a rotating cast of Orlandoans.

[Rollins College Winter with the Writers](#) is sponsored by the Rollins Department of English. This festival of the literary arts couples world-class writers with the College's

creative environment, encouraging an appreciation of literary excellence in our American culture.

[Valencia State College Visiting Authors Series](#) is sponsored by the English Department at Valencia College in Orlando, featuring regional and national writers. Recent visiting writers include Taylor Mali and Julianna Baggott.

Curriculum Section

Admission Requirements

- For information on general UCF graduate admissions requirements that apply to all prospective students, please visit the [Admissions](#) section of the Graduate Catalog. Applicants must [apply online](#). All requested materials must be submitted by the established deadline.
- The GRE is not required for admission to this program.

In addition to the [general UCF graduate application requirements](#), applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- Three letters of recommendation (preferably from current or former teachers).
- Statement of professional and creative goals, academic and creative background, and your commitment to community.(500-1000 words).
- Résumé or CV.
- A portfolio of fiction, poetry, or creative nonfiction. The portfolio must be in English and in the applicant's primary genre (up to 15 pages of poetry, 30 pages of fiction, or 30 pages of literary nonfiction). This manuscript is the most important element of a candidate's application. It will be evaluated by a committee of creative writing faculty to assess the candidate's readiness for graduate study. The committee's decision is based upon its qualitative assessment for the manuscript's competence in standard English and originality, and the author's demonstrated potential to succeed in the profession of creative writing.
- At least one survey course in both English and American literature at the university level (may be taken while in graduate residence).
- Applicants applying to this program who have attended a college/university outside the United States must provide a course-by-course credential evaluation with GPA calculation. Credential evaluations are accepted from [World Education Services](#) (WES) or [Josef Silny and Associates, Inc.](#) only.

More detailed information about each of these program application requirements can be found on the [Program's Website](#).

Meeting minimum UCF admission criteria does not guarantee program admission. Final admission is based on evaluation of the applicant's abilities, past performance, recommendations, match of this program and faculty expertise to the applicant's career/academic goals, and the applicant's potential for completing the degree

Degree Requirements

Required Courses

15 Total Credits

- Complete all of the following

Core - 9 Hours

- Complete all of the following
 - Complete at least 3 of the following:
 - [CRW6025](#) - Advanced Graduate Writing Workshop (3)
 - [CRW6920](#) - Fiction Workshop (3)
 - [CRW6921](#) - Multi-Genre Workshop (3)
 - [CRW6922](#) - Novel Workshop (3)
 - [CRW6923](#) - Nonfiction Workshop (3)
 - [CRW6924](#) - Poetry Workshop (3)
 - While the student is expected to concentrate their workshop study in their chief genre, multi-genre proficiency is encouraged. Additional credit hours beyond the required 9 credit hours in workshops that include their chief genre are recommended to assist the student in developing better writing and publication skills.

Specialization - 6 Hours

- Complete at least 2 of the following:
 - [LIT6039](#) - Studies in Contemporary Poetry (3)
 - [LIT6097](#) - Studies in Contemporary Fiction (3)
 - [LIT6076](#) - Studies in Contemporary Nonfiction (3)
 - [CRW5130](#) - Form and Theory in Creative Writing (3)

Elective Courses

15 Total Credits

- Complete all of the following

Restricted Electives - 6 Hours

- Complete all of the following
 - Earn at least 6 credits from the following:
 - [CRW6720](#) - Professional Development in Creative Writing (3)
 - [CRW6721](#) - Literary Journal Editing (3)
 - [CRW6976](#) - Scholarship and Publication Models (3)
 - [CRW6806C](#) - Teaching Creative Writing (3)
 - [CRW5948C](#) - Creative Writing Service Learning (3)

- [CRW6946](#) - Internship (1 - 99)
- [CRW6025](#) - Advanced Graduate Writing Workshop (3)
- CRW 5938 - Special Topics Seminar 3 Credit Hours may also be taken if offered CRW 6920, CRW 6921, CRW 6922, CRW 6923, CRW 6924 may substitute for CRW 6025

Unrestricted Electives - 6 Hours

- Earn at least 6 credits from the following:
 - [CRW5130](#) - Form and Theory in Creative Writing (3)
 - [LIT6216](#) - Issues in Literary Study (3)
 - [LIT6936](#) - Studies in Literary, Cultural, and Textual Theory (3)
 - [ENC5705](#) - Approaches to Teaching College Composition (3)
 - [LIT6276](#) - Teaching College Literature (3)

Additional Electives - 3 Hours

- Earn at least 3 credits from the following types of courses:

An additional elective.

Thesis

6 Total Credits

- Earn at least 6 credits from the following types of courses:

CRW 6971 Thesis 3 Credit Hours The candidate will complete a book-length manuscript of publishable quality, written and revised in CRW 6971 Thesis, that meets both departmental and university requirements for the thesis.

Practicum and Internship (Optional)

0 Total Credits

- Although a practicum or an internship is not required, they are encouraged to better prepare the student for their profession. These courses fulfill the 6-hour requirement in restricted electives and are listed in that category. CRW 6946 Internship The Florida Review Internship 3 Credit Hours The Cypress Dome Internship 3 Credit Hours Other Approved Internship 3 Credit Hours CRW 5948C - Creative Writing Service Learning 3 Credit Hours

Independent Learning

0 Total Credits

- The creative thesis, a book-length manuscript of original creative work, is the independent learning experience.

Grand Total Credits: **36**

Internship/Practicum

Although a practicum or an internship is not required, they are encouraged to better prepare the student for their profession. These courses fulfill the 6-hour requirement in restricted electives and are listed in that category. CRW 6946 Internship The Florida Review Internship 3 Credit Hours The Cypress Dome Internship 3 Credit Hours Other Approved Internship 3 Credit Hours CRW 5948C - Creative Writing Service Learning 3 Credit Hours

Independent Study

The primary independent study is the thesis. However, with approval of a faculty supervisor and the MFA Program Director students may conduct independent study projects. Students who wish to conduct an Independent Study must create a proposal along with a basic syllabus, including learning outcomes, reading list, and assignments.

Sample Plan of Study/Completion Timeline

Students who attend full-time—3 courses in the Fall and Spring semesters—can complete the degree in two years. Students are permitted to take no more than 7 years to complete the degree and may attend part-time or full-time. Here are some sample timelines. We rarely offer summer courses.

Two Year Timeline

First Fall Semester

Complete 9 hours of coursework

First Spring Semester

Complete 9 hours of coursework

Complete Thesis Proposal

Form Thesis Committee by end of term

Second Fall Semester

Complete 6 hours of coursework

Complete 3 hours of thesis

Second Spring Semester

Complete 6 hours of coursework

Complete 3 hours of thesis and defend thesis

Three Year Timeline (Example)

First Fall Semester

Complete 6 hours of coursework

First Spring Semester

Complete 6 hours of coursework

Second Fall Semester

Complete 6 hours of coursework

Draft thesis proposal

Form thesis committee

Second Spring Semester

Complete 6 hours of coursework

Third Fall Semester

Complete 3 hours of coursework

Complete 3 hours of thesis

Third Spring Semester

Complete 3 hours of coursework

Complete 3 hours of thesis and defend thesis

Degree Plan of Study

Before you complete twelve hours of coursework, you must meet with the MFA Program Director to finalize your Plan of Study (POS). This is a contract between you and the Department of English specifying your degree requirements. This POS must be updated anytime you do not take the courses initially planned—which changes, of course, depending upon course availability and courses you may decide to take after you've completed the initial POS.

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 classes are full. To register, you will need to obtain a permission number from the Graduate Admissions Specialist via email. Instructor approval is required for courses outside your genre, and for courses outside the program.

Thesis and Dissertation Section

Master's Thesis - Overview

The CRW MFA requires you complete a thesis. Below are the detailed guidelines. Please read carefully and review as necessary throughout the process. There are MFA program requirements and there are College of Graduate Studies requirements. You must meet the requirements of both in to graduate.

Enrollment in Thesis Hours

When you begin your thesis hours, you must enroll in 3 credit hours and then 3 the next semester. The second semester is usually when students you defend your thesis and graduate. There is no guarantee that you will complete your thesis and be ready to defend in two semesters. If you and/or your director decide you're not ready to defend in the second semester, you must be enrolled in at least 1 thesis hour in each successive semester until you successfully defend and graduate.

For more details about enrollment, please refer to the UCF Graduate Catalog: www.graduatecatalog.ucf.edu > Policies > Master's Program Policies > Thesis Requirements > Thesis Enrollment Requirement **and** the UCF Graduate Catalog: www.graduatecatalog.ucf.edu > General Policies > Full-time Enrollment Requirements.

Length of Thesis

The completed thesis should be of substantial length and accomplished quality, usually a collection of short stories, poetry, or creative nonfiction essays (100-250 pages of prose or 45-80 pages of poetry). You must also include, in your thesis, your Reading List (in MLA format). The work you produce in your workshops will, most likely, form the basis of your thesis; however, you will need to produce more writing than you write for workshops. Therefore, you must plan carefully and work in concert with your thesis director.

You cannot propose, write, revise, and defend your thesis in a single semester.

If you wish your thesis to be independent of the work you produce in workshops (e.g. a novel or memoir rather than a collection), please be advised that you will need the approval of your Thesis Director and probably need more than 2 years in the program. Completing a novel or a full-length memoir will require a great deal of independent writing, concentrated time, and more revisions. **Additionally, if you propose to produce a thesis longer than the maximum page requirements, you**

must have the approval of your Thesis Director and your committee members. Thesis content and length may change during the writing and revision process, but if, during the process, you make significant changes in your thesis (length or content), you must have the approval of your thesis director and your committee members.

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 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.

Thesis Proposal

You should prepare a formal thesis proposal. Your proposal should include the following:

- A sample of work in your chosen genre: a minimum of 15 pages of polished prose pieces or a minimum of 10 pages of polished poetry
- A working title
- A two-three-page description of your project
- A draft of your reading list (include books that you've read or plan to read that have/will influence your own work)
- 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.)

Thesis Director

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

Your thesis director will be a member of the Creative Writing MFA faculty approved by the College of Graduate Studies. Ideally, your thesis director will be someone with whom you have studied, worked, and want to continue working. However, because you may not have had the opportunity to take a course with all faculty members in your genre, it's quite possible your director will be a faculty member you've not worked

with, but whose work you admire. **There is no guarantee that a member of the MFA faculty will agree to direct your thesis.**

If you're starting thesis in the fall, submit your proposal to the Graduate Studies Director between March 1 and March 5.

If you're starting thesis in a spring semester, you should send your proposal between September 1 and September 5.

Master's Thesis – Committees

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. 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 www.graduatecatalog.ucf.edu > Policies > Master's Program Policies > Advisement. 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. **The Thesis Committee Approval 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: www.graduatecatalog.ucf.edu > Policies > Master's Program Policies > Thesis Requirements > Thesis Advisory Committee Membership.

Master's Thesis Reading List

In consultation with your Thesis Director, you must generate a list of at least 50 books. These should be books you've read that have influenced your writing in some way. 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.

Every thesis defense in the MFA in Creative Writing Program includes a discussion

of your approved Reading List, and you should be prepared to answer questions about the relation of the readings to your thesis.

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.

This list will be distributed to your committee with your thesis and will be part of your oral defense. **This list must be included at the end of your thesis.**

Master's Thesis – Defense

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 Coordinator 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 May 1 to August 8. Faculty who do not teach in the summer, and therefore are not under contract during the summer, may not direct a summer defense.

Refer to the College of Graduate Studies Completing Your Thesis or Dissertation page or instructions on submitting your release option information and printing your Thesis Approval Form.

Thesis Defense Announcement

You must prepare a Thesis Defense Announcement, have the announcement approved by your director, and send via email to the MFA Graduate Admissions Specialist at least three weeks prior to your defense. **This public announcement of the defense must be posted no less than two weeks prior to its occurrence.**

Thesis Distribution

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.

Thesis Approval Form

Your Thesis Approval Form must be completed by the deadline on the academic

calendar. For details on how to submit all aspects of the thesis, you must use the Canvas webcourse account for Thesis & Dissertation.

Be sure to complete the Thesis Approval form online at least 3 days prior to your defense for it to process. Immediately following your defense, send your approval form to the members of your committee for their electronic signature. Once all committee members have signed the form, send it to the English Department Graduate Program Director for their signature.

You are responsible for securing the signatures.

Thesis Defense

The 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. 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. Graduate policy states students have seven years from beginning the program to complete the degree.

University Thesis Requirements

Master's thesis students must be enrolled continuously (including summers). Exceptions to the continuous enrollment policy may be appealed to Graduate Studies. Graduate policy states students have seven years from beginning the program to complete the degree.

The College of Graduate Studies [Thesis and Dissertation page](#) contains information on the university's requirements for thesis formatting, format review, defenses, final submission, and more.

All university deadlines are listed in the [Academic Calendar](#). Consult with graduate director or advisor for potential earlier deadlines.

The following requirements must be met by thesis students in their final term:

- Submit a properly formatted file for initial format review by the format review deadline
- Submit the Thesis and Dissertation Release Option form well before the defense

- Defend by the defense deadline
- Receive format approval (if not granted upon initial review)
- Submit signed approval form by final submission deadline
- Submit final thesis document by final submission deadline

Students must format their thesis according to the standards outlined in Thesis and Dissertation Webcourse.

The College of Graduate Studies offers several thesis and dissertation Workshops each term. Students are highly encouraged to attend these workshops early in the dissertation process to fully understand the above policies and procedures.

The College of Graduate Studies thesis and dissertation office is best reached by email at editor@ucf.edu.

Program and Institutional Policies

Absences

Graduate students are expected to attend all class meetings and to be on time.

Students who anticipate that they may not be able to enroll continuously due to external circumstances should apply for [Special Leave of Absence](#). Specifically, students who are taking courses should apply for a Special Leave of Absence when they cannot enroll in more than two consecutive semesters. Students who are in thesis/dissertation hours should apply for a Special Leave of Absence when they cannot enroll in every semester (including summer).

To qualify for a Special Leave of Absence, the student must demonstrate good cause (e.g., illness, family issues, financial difficulties, personal circumstances, recent maternity/paternity, employment issues). The specific reason for the Leave of Absence request must be indicated by the student on the [Leave of Absence Form](#). Due to current U.S. government regulations, international students must be enrolled every fall and spring semester. For students in this category, a Special Leave of Absence is only available for documented medical reasons.

Academic Standards/Conduct/Integrity

In addition to UCF's [Golden Rule](#), our program upholds these academic standards as well as all those listed in this Handbook under Program Professional Conduct (see Table of Contents):

Our community rests upon the fundamental assumptions of ethical authorship within the responsible conduct of the literary landscape. Graduate students must not plagiarize the work of others. In addition, submitting the same work to fulfill more than one requirement will be considered self-plagiarism unless there is a substantial revision or addition to the first work and the resubmission takes place with full knowledge and approval of the faculty member to whom the work is being submitted.

Our community upholds these professional standards in all areas including in our interactions with others, in our engagements with cultural knowledges, in identifying and managing conflicts of interest, in managing material, in using MFA and UCF resources, in mentoring and training, and in collaboration.

Accommodations

UCF admits a diverse graduate student population. Some of those students may need an (or a variety) of accommodations to help them be successful in the program. Students in the program will be provided information related to how the program approaches accommodations for its students. This link to Student Accessibility Services can also be included in your statement here: <https://sas.sdes.ucf.edu/accommodations/>

Appeals/Grievances

There will be instances where students will not agree with an assessment related to their development or progress in a program. In these instances, it is essential that students understand the proper course of action to come to a resolution. Programs should provide their students with the step-by-step details of how to handle this at both the program level as well as the institutional level should it arise. Programs can reference the [Academic Grievance](#) section under General Graduate Policies in the graduate catalog.

Communication

The English Department Graduate Studies Office communicates to all Creative Writing MFA students through a listserv. You'll receive important emails that include (but are not limited to the following). Please read each email carefully to adhere to deadlines required for progress in the program.

LISTSERV

- Important deadlines for thesis work, graduation, Program of Study, etc.
- Requests for recent publications, readings, conference attendance, etc.

Classroom Challenges

If you are having difficulty in your classes, your first point of contact is the instructor of that class. Please attempt to resolve any issues with the instructor first. If you have issues that interfere with completing your semester or you're not able to resolve an issue with your instructor, you may contact the MFA Program Director (or the English Department Graduate Studies Director).

Email Protocol

When communicating with faculty, staff, and program director, please adhere to professional protocols. Our faculty, staff, and program director are here to help you

meet the requirements of your program. As a graduate student, it is your responsibility to seek out information through the various resources provided by UCF, the College of Graduate Studies, and your program. Sometimes, a simple internet search using “UCF” and “graduate” followed by your question will give you an answer.

Student Responsibility for University Communication

UCF uses email as the official means of notifying students of important university business and academic information concerning registration, deadlines, financial assistance, scholarships, student accounts (including tuition and fees), academic progress and problems, and many other critical items for satisfactory completion of a UCF degree program. The university sends all business-related and academic messages to a student’s UCF Email address to ensure that there is one repository for that information. Every student must register for and maintain a UCF Email account and check it regularly to avoid missing important and critical information from the university. Any difficulty with establishing an account or with accessing an established account must be resolved through the [UCF Computer Services Service Desk](#) so that a student receives all important messages.

Additionally, each student must have an up-to-date emergency e-mail address and cell phone number by which to be reached in case of a crisis on campus. This emergency contact information will be used only for emergency purposes. Also, both permanent and local mailing addresses must be on the record, so that any physical documents that must be mailed can be delivered.

It is critical that students maintain and regularly check their UCF Email account for official announcements and notifications. Communications sent to the UCF Email address on record will be deemed adequate notice for all university communication, include issues related to academics, finances, registration, parking, and all other matters. The University does not accept responsibility if official communication fails to reach a student who has not registered for, or maintained and checked on a regular basis, their UCF Email account. Please ensure that this information is current and that any changes in contact information are made online through the myUCF portal at <https://my.ucf.edu/>.

Continuous Enrollment

All graduate students are required to enroll in at least one class over the span of the Academic year. Failure to enroll in 3 consecutive terms (includes summer as a “term”) results in dismissal from the program. After candidacy exam is passed for doctoral students, they are required to enroll in dissertation hours every semester until

graduation. The institutional policy from the graduate catalog around continuous enrollment is in this section. [Continuous Enrollment](#) and [Continuous Enrollment and Active Students](#).

Disability Statement

ACCESS matters.

Purpose: We envision UCF to be a fully accessible campus and inclusive environment for people with disabilities. We do this by:

- **Acknowledging** disability as an aspect of human diversity;
- **Cultivating** awareness of the environment's disabling barriers;
- **Collaborating** on and proactively facilitating accessible environments and experiences;
- **Educating** faculty and staff to create and maintain access in their spheres of influence;
- **Shifting** to an inclusive-minded attitude;
- **Supplementing** with reasonable accommodations as a last resort measure to ensure access.

Dismissal/Discipline

It is a reality that some students will not be able to remain in good academic standing or will not be able to meet the standards of internships, clinical, or practicum experiences. Some students may also not be able to meet program level professional/behavior standards. This could result in the necessary avenue to either formally discipline students or dismiss students from the program.

Diversity Statement

The University of Central Florida considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.

Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options at <https://letsbeclear.ucf.edu> and <http://cares.sdes.ucf.edu/>.

If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact [Student Accessibility Services](#).

For more information on diversity and inclusion, Title IX, accessibility, or UCF's complaint processes contact:

- Title IX – OIE <http://oie.ucf.edu/> & askanadvocate@ucf.edu
- Disability Accommodation – Student Accessibility Services – <http://sas.sdes.ucf.edu/> & sas@ucf.edu
- Diversity and Inclusion Training and Events – www.diversity.ucf.edu
- Student Bias Grievances – Just Knights response team – <http://jkrt.sdes.ucf.edu/>
- UCF Compliance and Ethics Office – <http://compliance.ucf.edu/> & complianceandethics@ucf.edu
- Ombuds Office – <http://www.ombuds.ucf.edu>

Enrollment in Thesis/Dissertation Hours

When you begin your thesis hours, you must enroll in 3 credit hours and then 3 the next semester. The second semester is usually when students you defend your thesis and graduate. There is no guarantee that you will complete your thesis and be ready to defend in two semesters. If you and/or your director decide you're not ready to defend in the second semester, you must be enrolled in at least 1 thesis hour in each successive semester until you successfully defend and graduate.

Full-time and Part-time Requirements

You may be enrolled full-time or part-time during any given semester. We generally do not offer summer courses, but in fall and spring semesters, you may take 3, 6, or 9 credits. Taking fewer than 9 in fall and spring semesters will result in you taking more than two years to complete the program.

Golden Rule

The Golden Rule is the university's policy regarding non-academic discipline of students and limited academic grievance procedures for graduate (grade appeals in individual courses, not including thesis and dissertation courses) and undergraduate students. Information concerning The Golden Rule can be found at www.goldenrule.sdes.ucf.edu/. Section 11, Student Academic Behavior, addresses appeals of graduate program actions or decisions.

Grading and Grading Procedures

Review the [Grade System](#) section within General Graduate Policies of the graduate catalog as well as the Incomplete Grades Section within Academic Progress and Performance Policy under General Graduate Policies.

Harassment

The University of Central Florida values diversity in the campus community. Accordingly, discrimination on the basis of race, sex, national origin, religion, age, disability, marital status, parental status, veteran status, sexual orientation, or genetic information is prohibited.

Sexual harassment, a form of sex discrimination, is defined as unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature including any of these three situations.

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or enrollment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or enrollment, or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment is strictly prohibited. Occurrences will be dealt with in accordance with the guidelines above and university rules. Employees, students, or applicants for employment or admission may obtain further information on this policy, including grievance procedures, from the OIE Coordinator. The Director of the Office of Institutional Equity Programs is the campus Equity Coordinator responsible for concerns in all areas of discrimination. The office is located on the main campus, in Barbara Ying CMMS Building 81, Suite 101. The phone number is (407) 823-1336. Policies and guidelines are available online at <http://www.eeo.ucf.edu>.

International Students

We welcome international students. There are certain realities associated with having them in graduate programs at UCF. For information about the types of employment available to international students, and the requirements and restrictions based on visa type, see the [UCF Global site](#) > International Scholars and Professionals > Employment.

Plagiarism

Graduate students must not plagiarize the work of others. In addition, submitting the same work to fulfill more than one requirement will be considered self-plagiarism unless there is a substantial revision or addition to the first work and the resubmission takes place with full knowledge and approval of the faculty member to whom the work is being submitted.

Please see additional information at the College of Graduate Studies website <https://graduate.ucf.edu/plagiarism/>

You may also review the webcourse "[Pressures to Plagiarize](#)" This is offered through the Pathways to Success program.

Probation

In order to earn a graduate degree at the University of Central Florida, students must have a minimum 3.0 Graduate Status GPA. To ensure that graduate students adhere to this requirement, the College of Graduate Studies conducts GPA audits at the end of each semester. Any student not achieving this mark will be placed on Academic Probationary Status. This is a formal designation. Students may also be placed on Academic Probation or Dismissed for S/U graded courses, but the College of Graduate Studies will not conduct audits of S/U grades. See Maximum Hours of Unsatisfactory Grades for these performance requirements and Review of Academic Performance and Student Conduct for other grounds for probation or dismissal. For additional information, see the [Academic Progress and Performance](#) section from the Graduate Catalog.

Satisfactory Progress

Satisfactory academic performance in a program includes maintaining at least a 3.0 graduate status GPA (defined below) in all graduate work taken since admission into the program. Satisfactory performance also involves maintaining the standards of academic progress and professional integrity expected in a particular discipline or program.

Time Limits to Degree Completion

A student has seven years from the date of admission to the doctoral program to earn a doctoral degree. This is not affected by earning a master's degree along the way.

Extenuating circumstances may arise that hinder a student's progress towards program completion and the ability to maintain continuous enrollment. If such a need arises, the student may petition for a Special Leave of Absence. Leaves are considered for medical (e.g., illness, injury) or non-medical (e.g., family needs, military deployment).

Students should be proactive in maintaining accurate records with the university and petition for a Special Leave of Absence prior to the need. When this is not possible, students should do so promptly after the need arises. Students are required to complete and submit the Leave of Absence form with all relevant supporting documents. For additional information, see the [Time Limitation and Continuous Enrollment Policy](#) in the Graduate Catalog.

Transfer Credit

We will consider up to 9 credits from an accredited university Creative Writing MFA program toward your program of study. To request transfer credit, the student should submit a Plan of Study (POS) during their first semester of enrollment (i.e., their admit term). Requests must be received by the end of the semester following their admit term. Transfer credit requests are made to the Graduate Program Director, who will review the student's transcript and the associated syllabi to decide if the transfer course(s) are equivalent to the course(s) required by the graduate program. Some syllabi may require an additional review by faculty with relevant expertise to determine equivalency. The POS must then be submitted to the College of Graduate Studies for review and approval.

For more information, see the Transfer of Credit Policy in the graduate catalog: [Transfer Credit](#)

iThenticate

The university requires all students submitting a thesis or dissertation as part of their graduate degree requirements to first have their electronic documents submitted through iThenticate for advisement purposes and for review of originality. The thesis or dissertation chair is responsible for scheduling this submission to iThenticate and for

reviewing the results from iThenticate with the student's advisory committee. The advisory committee uses the results appropriately to assist the student in the preparation of their dissertation.

Before the student may be approved for final submission to the university, the dissertation chair must indicate completion of the Review for Original Work through iThenticate by signing the [Dissertation Approval Form](#).

Additional Program Details

Financial Aid and Funding

The [College of Graduate Studies Funding Website](#) provides financial aid information in a larger and more broad sense. In addition, the Creative Writing MFA program has the following opportunities:

Provost Fellowships

All admitted applicants are considered for the Provost Fellowship. The MFA faculty nominate our top two students from our incoming admissions for the Provost Fellowships. Each fellowship comes with a \$10,000 stipend per academic year, full tuition waivers for two years for fall, spring, and summer semesters, and health insurance. Students are responsible for fees.

The College of Graduate Studies makes the final decisions on which students are offered the fellowships. Provost Fellows must maintain a full-time course load of nine hours per semester and may take summer courses if offered.

There are several other fellowships offered through the [UCF College of Graduate Studies](#).

Ted Greenberg Memorial Scholarship

The Ted Greenberg Memorial Scholarship in Creative Writing presents a \$1000 award to a newly admitted Creative Writing MFA graduate student who has strong qualifications for success in the graduate program. The applicant must be a member of at least one of the following communities.

- First-generation graduate student
- Non-native English speaker
- Nontraditional college age student
- A member of a community currently underrepresented among published writers in the United States

Recipients will be selected by the Creative Writing MFA faculty and/or the Department Awards Committee.

Graduate Teaching Assistantships

All admitted applicants are considered for a GTA position. There is no separate application. Assistantships are given on an academic-year basis; they are generally not

available beginning in spring semesters. We offer three to five Graduate Teaching Assistantships, which are competitive and generally offered only to our most qualified applicants to each incoming cohort.

GTA support is offered in exchange for the student's intellectual labor. An assistantship is a job, and it waives all tuition costs (but not fees), provides \$10,000 per nine-month academic year as a stipend, and health insurance. First-year assistantships in the English Department usually involve helping a professor to grade in larger undergraduate classes. First-year assistants typically do not teach their own courses.

A student who fulfills all their assignments well in their first year will generally receive a second-year assistantship. In their second year, each GTA typically teaches two sections of the introductory multi-genre creative writing course. The program provides mentoring and support throughout the year of teaching.

A student on assistantship must maintain a full-time course load of nine hours per semester.

For more information and requirements for GTAs, see [Graduate Assistantships](#).

Graduate Assistant

Many of our students secure Graduate Assistant positions in other departments or programs around campus. Once a student is admitted to the program and accepts our offer of admission, the College of Graduate Studies sends emails about other GA positions on campus. A GA position includes a stipend or salary, full tuition waiver, and health insurance.

In addition to receiving such notifications from the College of Graduate Studies, the MFA office notifies students of any GA positions that are received.

First-year and second-year students are eligible to apply to any of these positions that become available.

Second-Year GTA Position in Composition

SACS accreditation rules prevent graduate assistants from working as teachers of record until they have accrued 18 hours in their graduate programs.

Many of our second-year students teach composition as a GTA in the Department of Writing and Rhetoric and receive full-tuition waiver (student pays fees), \$10K stipend for the academic year, and health insurance. To be eligible to be considered, students must take ENC 5705 (Theory and Practice in Composition), offered each spring semester, which counts toward the requisite 18 hours.

The opportunity to teach one's own class is an extremely important part of graduate school. Likewise, experience in teaching composition makes a student more qualified to apply to doctoral programs and to teach in the Florida state college system.

Graduate Assistantship Details

GTA support is offered in exchange for the student's intellectual labor. An assistantship is a job, and it waives all tuition costs (but not fees), provides \$10,000 per nine-month academic year as a stipend, and health insurance. First-year assistantships in the English Department usually involve helping a professor to grade in larger undergraduate classes. First-year assistants typically do not teach their own courses.

A student who fulfills all their assignments well in their first year will generally receive a second-year assistantship. In their second year, each GTA typically teaches two sections of the introductory multi-genre creative writing course. The program provides mentoring and support throughout the year of teaching.

A student on assistantship must maintain a full-time course load of nine hours per semester.

For more information and requirements for GTAs, see [Graduate Assistantships](#).

Professional Membership

Students in the Creative Writing MFA program are members of the [Association of Writers and Writing Programs](#) (AWP). The Program holds an institutional membership. Early in your first semester, you'll receive an email from AWP, inviting you to activate your membership.

Graduation Requirements

The English Department Graduate Admissions Specialist sends emails each semester with details about graduation requirements. It is your responsibility to know what is required by the department and the College of Graduate Studies. You must complete the following to graduate:

- File Intent to Graduate inside myUCF.
- Notify the English Department Graduate Program Office that you are graduating.
- Ensure that your GPOS (Graduate Plan of Study) inside myUCF is current and accurate.
- Follow all deadlines and requirements for the thesis defense semester.

- Complete and file all requested and required forms.
- Prepare for commencement if you're going to attend.
 - Students in the Creative Writing MFA Program graduate with the College of Arts & Humanities commencement.
 - Please review the [UCF commencement information](#) for information about cap and gown, transcripts, diplomas, etc.

Job Search and Career Pathways

Understanding the professional opportunities and benefits associated with completing a degree at UCF is very important for graduate students. After completing the Professional Development for Creative Writers course, students will have a complete understanding of the career pathways. Many of our alumni are in the following fields:

- Continuing their studies in a PhD program
- Teaching in public or private schools (K-12)
- Teaching in community (or state) colleges
- Teaching at the university level, tenure-track or non-tenure-track
- Editing and publishing
- Arts administration
- Nonprofit administration
- Technical writing in government and non-government agencies

You might consider checking out [UCF's Pathways to Success Program](#)

Student Associations

Sigma Tau Delta, the International English Honor Society has a Zeta Xi Chapter at UCF. The club is dedicated to the success of its members—as students and as people. To this end, Zeta Xi strives to provide its members resources for fellowship, scholarship, and service <http://pegasus.cc.ucf.edu/~sigmatau/>.

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit the [GSA Facebook page](#)

[The Graduate Writers Association](#) (GWA) is the English Department's graduate organization that helps students successfully transition from the university into the greater literary field by creating and participating in networking and professional development opportunities and sharing knowledge of existing literary organizations.

Parcels: MFAs in Progress is a reading series that showcases the talents of the up-and-coming poets and prose writers in the University of Central Florida's Creative Writing Master of Fine Arts program.

Reference to the [Student Involvement](#) site could be helpful.]

Graduate Student Center

UCF is fortunate to have its own Graduate Student Center. We are fortunate that it is our building—Trevor Colbourn Hall (TCH). It is a great place to relax, practice a presentation in one of our conference rooms, have your lunch, and to meet other graduate students. A brief description of the Grad Student Center can be provided in this section. The following link can be provided: [Graduate Student Center](#)

Student Research Week/Student Scholar Symposium

Many of the graduate students who come to UCF will be involved in research and creative activities. The College of Graduate Studies hosts an annual Student Scholar Symposium to provide a conference setting for our own students to showcase their work either with poster presentations or a face-to-face presentation. This section can be used to describe this to students in your program. The following link can be provided: [Student Research Week](#)

3 Minute Thesis (3MT)

Three Minute Thesis (3MT) features master's and doctoral students communicating their research in just three minutes with only one PowerPoint slide. Participants are judged on the ability to effectively convey the importance of their research in an engaging way to a non-specialist audience. For more information, see [3MT](#)

Forms

[Restricted Registration](#) form

[Thesis Advisory Committee](#) form (completed when your thesis committee is formed or revised)

Thesis Defense Approval form is located inside ETD Services

Other forms you may need such as Special Leave of Absence, etc, can be found here [Forms.](#)

Useful Links/Resources

There are a variety of events, resources, and field of study information you want to be aware of:

- [Bookstore](#)
- [Campus Map](#)
- [Graduate Catalog](#)
- [Library](#)
- [Parking Services](#)
- [Shuttles](#)
- [Recreation Center](#)
- [Housing](#)
- [Counseling Center](#)
- [Writing Center](#)
- [Academic Calendar](#)

Graduate Faculty

Bartkevicius, Jocelyn

Research interests: Memoir, personal essay, nature writing, Virginia Woolf, E.M. Forster, creative writing pedagogy.

Contact Info: Jocelyn.Bartkevicius@ucf.edu

Kispert, Peter

Research interests: Fiction, editing and publishing.

Contact Info: Peter.Kispert@ucf.edu

Hurt, Rochelle

Research interests: Contemporary Poetry, Creative Nonfiction, Hybrid Genres, Lyric Essay, Prose Poetry, Editing and Publishing, Feminist Poetics, Gender and Queer Theory.

Contact Info: rochelle.hurt@ucf.edu

Kolaya, Chrissy

Research Interests: Fiction, poetry, editing and publishing.

Contact Info: Chrissy.Kolaya@ucf.edu

Poissant, David

Research interests: Fiction, editing and publishing, creative writing pedagogy.

Contact Info: David.Poissant@ucf.edu

Sanz, Blake

Research Interests: Fiction, creative writing pedagogy.

Contact info: Manuel.Sanz@ucf.edu

Thaxton, Terry

Research interests: Poetry, memoir, hybrid and experimental work, creative writing pedagogy.

Contact Info: Terry.Thaxton@ucf.edu

Description of Core Courses

Our **innovative curriculum** includes courses in professional development, workshops, editing and publishing, and a variety of craft-focused courses. We encourage students to experiment and push boundaries in their work. We offer specializations in creative nonfiction, fiction, poetry, and hybrid forms. In their second year, students work one-on-one with one faculty member on a creative thesis worthy of publication.

Workshop: The centerpiece of creative writing programs

Ideally, you take a workshop in your genre each semester. We always have a fiction workshop. Our poets, nonfiction, and hybrid writers take CRW 6921 Multi-Genre Graduate Workshop. Faculty who teach the multi-genre workshop have experience teaching and publishing in all those genres.

Workshops are rotated among faculty who teach and publish in that given genre. Each faculty member teaches workshop a bit differently, which provides you with a variety of perspectives on your work.

Form & Theory in Creative Writing

This course is rotated among all faculty and focuses on form and theory (the how and why) of craft in various genres. Usually, fiction and nonfiction faculty often focus on prose: the history of prose styles, various forms or structures of prose/fiction/nonfiction, etc. Poetry faculty usually focus on some aspect of form or structure of verse, which often includes prose, specifically nonfiction. For example, recent iterations of this course include:

- Obsession: How Writers Channel Their Obsessions into Book-length Works

- The Art of Time in Prose
- Formal and Informal Structures: The Revolt

Studies in Contemporary Poetry**Studies in Contemporary Fiction****Studies in Contemporary Nonfiction**

These courses rotate among faculty who teach and publish within the specified genre. The focus here is on reading the work of published writers through the writer's lens rather than the literary scholar's lens.

Restricted Electives, Unrestricted Electives, and Advised Electives

Students who wish to add more literature theory to their academic experience are encouraged to take courses from our literature faculty.

Thesis

Please see the Thesis section of this handbook for details about the thesis.

Appendices