Filing Thesis through the Library vs. Filing Internally

Library Filing

- Requires specific library formatting guidelines
- $55 fee due to the cashier’s office
- More autonomy in acquiring signatures and submitting all paperwork to the library and graduate division by the deadlines
- The Graduate Program Coordinator does not monitor students filing through the library – students are expected to submit all materials by the deadlines and leave enough time for the appropriate offices to review and accept materials.

Benefits include:

- Having thesis online in the library archives for others to view (if filed electronically)
- Having a physical copy of thesis in the library (if filed a paper thesis)
- Thesis title will be printed on student’s transcript
- Graduate Division will note that student filed a thesis vs. a comprehensive exam

Internal Filing (through the Arts Student Affairs Office)

- It will be noted that student completed a comprehensive exam instead of a thesis (this is due to the logistics of not filing officially through the library)
- The title of thesis will not appear on student’s transcript
- Thesis will be kept internally in home department
- Traditionally, Acting, Directing, Design, and Music Performance students have filed internally

Benefits include:

- No additional fees
- May be a good option for students who are not writing a traditional thesis or who do not want their thesis made public
- Students submit internal filing materials to the Graduate Program Coordinator, and they collect final degree paperwork signatures and submit to graduate division on your behalf

Regardless of which way you choose to file, students will be graduating with the same MFA degree.

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