

## 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.*