MFA@FLA REQUIREMENTS  
(revision 7.30.16)

The MFA takes three years to complete, and requires 54 credit hours as per the following:

- 4 workshops in genre (fiction or poetry)
- 3 seminars
- 1 forms course
- 1 reading tutorial
- 3 electives
- 9-18 research/thesis hours
- the thesis

Each of the courses above carries 3 credit hours.

Workshops

Students are required to take one workshop in their genre of specialization each semester during the first two years of the program: either poetry (CRW 6331) or fiction (CRW 6130). You will be enrolled automatically in these workshops. As electives, you may take up to two more workshops, with the permission of the instructor, MFA@FLA directors, and the Graduate Coordinator, if space permits. Capacity is twelve.

Seminars

These are any English Department graduate-level course, excluding CRW courses, the tutorial, and independent studies (ENG 6906). (Graduate seminars outside the Department may possibly also count toward the three seminars required for the degree; permission from the Graduate Coordinator will be required for an outside seminar to count.) All graduate seminars offered by the English Department are open to MFA students. There are no prerequisites or special requirements. It is, however, recommended that in selecting these courses you carefully consult the course descriptions available on the Graduate Studies website to choose courses that are suitable for your interests, needs, and preparation. Help in selecting courses is available from the Graduate Coordinator, the directors of MFA@FLA, the creative-writing faculty, and experienced MFA students. Questions about a particular course’s subject matter and suitability may be addressed to the professor teaching the course.

Forms courses

These are courses that approach fiction and poetry from a craft perspective, taught by members of the creative-writing faculty. Students are required to take one forms course for the degree, and may take more as electives. Elective forms courses may be in genre or out. Out-of-genre enrollment will require permission of instructor, MFA@FLA directors, and Graduate Coordinator, space permitting. Capacity is twelve.

We strongly recommend the required forms course be taken during the first year, allowing you to take a second (and more) as an elective in your second year. To the extent that forms courses constitute basic training in the discipline, we think it best they be taken early in your career. Though
a forms course in the third year is tenable, priority is given to first-year and second-year MFAs. Please see our document on workshop and forms-course policy and scheduling for more specific guidance and enrollment priorities.

**Reading tutorial**

The reading tutorial (CRW 6906) is individually arranged between a student and a faculty member in the English Department. The tutorial is intended to expose students to areas they may not get in course work. The course is to be a short list of books to be read, generally six to ten, in a period, genre, author, or subject. At semester’s end, the student and professor hold a brief (circa hour-long) informal discussion of these texts. The course should not be onerous. It is a low-load reading course with no writing required. Students take only one reading tutorial.

It is up to the student and the faculty member to work out a specific arrangement for the work required. To take a tutorial, students need to get a tutorial form (available in Turlington 4012), fill it out, obtain the signature of the faculty member directing the tutorial, and return it to the Graduate Coordinator's office.

**Electives**

This category may include extra English Department graduate seminars, CRW forms courses, extra workshops (see above), and independent study projects (ENG 6906) to be arranged between the student and a member of the faculty. Unlike a reading tutorial, an independent study project requires writing. Elective credit is also offered to students who work on *Subtropics*, our literary magazine. (For more information on *Subtropics*, please contact David Leavitt.) MFA students may also take courses for elective credit outside the department so long as these courses are graduate level (5000 and above) and have the permission of the Graduate Coordinator.

**Overall Strategy**

We urge you to complete your course requirements excepting thesis/research before the last semester of your third year. If you do need to take a course, other than thesis/research, in that semester, you must plan well in advance what you are going to take in order to avoid an emergency scramble and the taking of an unsuitable course.

**Thesis**

The thesis is, at minimum, 125 pages of fiction or 30-36 poems.

**Thesis Hours**

The MFA requires 9-18 research/thesis hours, including 3 in ENG 6910 (Supervised Research) and a minimum of 6 in ENG 6971 (Master’s Research). Students may take up to another 9 hours of ENG 6971, or may take additional seminars, electives, forms courses, independent studies, or workshops outside their genre. (Students considering pursuing doctorates in English may want to take additional seminars.) Students register for thesis hours whenever convenient, but they must register for three hours of ENG 6971 in the semester in which they intend to graduate. Students who fail to do so will be required to pay for ENG 6971 hours at extra cost.
A possible sequence of course work for the MFA is below. For each semester, four courses are proposed, out of which you will want to take three. We stress that suggested scheduling is not rigid, except for the workshop in genre. Workshop is taken every semester the first two years. When you take seminars and electives is up to you.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>Spring Semester</strong></td>
<td><strong>Summer</strong></td>
</tr>
<tr>
<td>Workshop</td>
<td>Workshop</td>
<td>Workshop</td>
</tr>
<tr>
<td>Forms course (fiction)</td>
<td>Forms course (poetry)</td>
<td>Seminar</td>
</tr>
<tr>
<td>Seminar</td>
<td>Elective</td>
<td>Elective</td>
</tr>
</tbody>
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**Credit hours**

How many credit hours to take in a given semester is governed by several factors. Here are the rules and some tips to help you plan your course of study:

**These are the basic rules regarding credit hours:**

- The MFA degree requires a total of 54 credit hours.
- Teaching assistants need to register for a minimum of 9 credit hours per spring/fall semester, and 3 credits per summer semester when teaching during the summer. Your tuition waiver pays the tuition on 9 credit hours worth of tuition during fall/spring and 3 credit hours during summer.
- If you are not teaching or receiving a full fellowship, you will need to register for a minimum of 9 credit hours during the fall and spring semesters. You will also need to pay for all 9 hours. (This situation arises very rarely and only in cases where students choose not to accept the fellowship.)
- All TAs immediately receive in-state tuition rates. Even so, your fellowship or teaching assistantship requires that you become a resident of the State of Florida. All out-of-state students must immediately begin the process to establish Florida residency.
- You will be assessed fees, apart from tuition, on a per-credit-hour basis for the degree. As of spring 2014, fees are $78.02 per credit hour.

**Guidelines for Satisfactory Progress toward the MFA**

Teaching Assistantships are awarded competitively, and are granted and renewed with the stipulation that the recipient “maintain satisfactory performance as a student and as an instructor.” Satisfactory progress is defined as follows: “By the end of the first academic year two semesters), you must have completed four graded courses 12 credit hours), exclusive of reading tutorials CRW 6906). The four courses normally include two workshops, and all courses must satisfy degree requirements. You must maintain a minimum GPA of 3.5.” Current departmental policy is to provide support for MFA students
for three years.

By the end of the spring semester of the third academic year, the MFA student should have completed the 54 credit hours required for the MFA degree.

All students are subject to an annual review of their progress late in the spring semester. If your GPA is below 3.5 at this time, your appointment may not be renewed. Normally students who have raised their GPA above 3.5 by the end of the spring semester will receive a teaching assistantship for their second year.

If your GPA falls below 3.0, the Graduate School will not process your fee waiver for the following semester and will not approve reappointment for the following year. If the low GPA can be raised by finishing an Incomplete, you may be able to clear the Incomplete before it affects your status. If at any point you expect to have problems with grades, please see the Graduate Coordinator to discuss your options.

At UF grades convert into points as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
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<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>.67</td>
</tr>
<tr>
<td>E I</td>
<td>0 0</td>
</tr>
</tbody>
</table>

A grade of I (Incomplete) is calculated as an E (that is, as a 0.0 grade) if it is not converted to another grade within one semester of its assignment. In other words, for every course you fail to finish in the fall, you will have the equivalent of an E factored into your GPA by the end of the following spring term; for every course you fail to finish in the spring, you will have an E calculated into your grade by the end of summer. It is therefore crucial that you do the work to remove an I grade as expeditiously as possible.

For more information on UF grading, see:

http://www.registrar.ufl.edu/catalog0910/policies/regulationgrades.html

Summer Teaching

MFA students making satisfactory progress may receive a summer teaching assignment during the summer after the second year. But “priority has shifted to international students and to MAs and PhDs who need [to teach] in the summer to fulfill requirements” (from Graduate Coordinator, April 7, 2009). More and more, this has meant that summer teaching for MFAs has been scarce.

“With few exceptions, summer teaching appointments are not guaranteed to students, and there have always been fewer available appointments than requests for them. Appointments are made on the basis of curricular need, student status + progress toward degree + previous teaching history, and the fit of the available courses to the student pool” (from Director of Graduate Student Teaching, March 24, 2015).

Summer teaching is, thus, not guaranteed. The Department will do its best to provide at least one
summer appointment for everyone who requests one during the time each student is here, but you should expect none.

**Finishing On Time**

MFAs should finish the degree by the end of the third spring semester. If you need more time to finish your degree, you can enroll for credit during a third summer, but you probably will not be offered a teaching assistantship. It is therefore important to make sure you finish your degree within the expected three years, since your teaching assistantship will likely not extend beyond the spring of your third year. If you do not complete your degree within three years, you have up to seven years to return to defend your thesis. However, you will need to enroll and pay tuition for the semester in which you defend.

**Advising**

In your first year, your advisors are the Directors of Creative Writing and the Graduate Coordinator. In the spring of your second year, if not earlier, you should establish an MFA thesis committee consisting of a director (a member of the creative writing faculty in your genre) and two committee members, selected in consultation with your director. To officially establish your committee, you will then need to report to Kathy Williams the names of the faculty members who will form your committee. Once you have established a committee, your director will advise you on your thesis work.