# Ashland University MFA Program Handbook

## 2014-2015

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Program Overview

The Ashland University Master of Fine Arts in Creative Writing is a low-residency program in poetry, creative nonfiction, and fiction, with intensive 14-day summer residencies and individual study with writing mentors during fall and spring semesters. In addition to these individual studies, course work during fall and spring semesters features regular online discussions during which students and faculty contribute substantial postings about assigned texts and topics. The program resides in the Ashland University English Department.

Program Governance:
The MFA Program is governed by the MFA Faculty Committee, consisting of the following members:

- MFA Director
- MFA Administrative Director
- Resident Faculty Mentor
- Ashland University English Department Chair
- Ashland University Faculty Representative from the College of Arts and Sciences
- Three elected MFA Honored Visiting Faculty Members

The MFA Program Mission Statement:
The low-residency Ashland University MFA in Creative Writing will enhance talent in the areas of creative nonfiction, fiction, and poetry in order to provide students with the aesthetic tools to embody, in writing, a deep understanding of human experience, both within the context of the personal self and within the broader cultural and spiritual contexts that define the self.

The program will also guide student writers as they pursue publication, and potential employment, as active members of the American literary community.

Student writers will develop their practical and artistic pursuits through the program’s emphasis on a sustained and committed devotion to
writing, through deep and wide reading, through mentorship with established writers who are also devoted teachers, and through participation in workshops, seminars, lectures and readings, all of which will enhance the students’ shared sense of belonging to a community of writers.

Admission:
Admission is open to all qualified persons regardless of handicap, religion, race, creed, age, gender, sexual orientation, or national origin.

Students seeking admission to the Master of Fine Arts Program must submit:

- application form
- transcripts from all institutions from which a degree was received
- writing sample (10-15 pages of poetry or 20-25 pages of prose)
- two letters of recommendation
- $30 application fee

Applications for the MFA Program are reviewed on a rolling basis. The priority deadline is February 1 for summer residency admission and October 1 for January admission. The spring admission period will formally close on May 15, but applications will be considered until June 15 as long as space is available.

Visit the Admissions page of the MFA Program website to complete an online application: www.ashland.edu/mfa.
Faculty

**Ashland University Graduate Faculty**
Deborah Fleming, Professor of English
Stephen Haven, Professor of English *
Daniel W. Lehman, Professor of English
Joe Mackall, Professor of English *

**Honored Visiting Graduate Faculty**
Jill Christman, Director of Creative Writing and Associate Professor of English, Ball State University
Angie Estes, freelance writer
Carmen Giménez Smith, Associate Professor of Creative Writing, New Mexico State University
Steven Harvey, Professor of English, Young Harris College *
Kate Hopper, freelance writer
Mark Irwin, Associate Professor of Creative Writing, University of Southern California
Tom Larson, freelance writer
Mark Neely, Associate Professor of English, Ball State University
Leila Philip, Associate Professor of Literature and Creative Writing, College of the Holy Cross
Robert Root, Emeritus Professor of English, Central Michigan University
Bonnie J. Rough, freelance writer
Ruth L. Schwartz, freelance writer, former Associate Professor of Creative Writing, Goddard College *
Kathryn Winograd, Assistant Professor of English, Arapahoe Community College *

* Founding faculty members
Faculty Responsibilities

Faculty Responsibilities During Summer Residencies:
Each MFA faculty mentor will teach ten morning sessions of a Writers’ Workshop during each summer residency, present an evening reading, and participate (every other year) in one afternoon Craft and Publishing seminar. Each MFA faculty mentor will also hold a half-hour conference with each member of his or her workshop. Meals and lodging will be provided for MFA faculty. MFA faculty will each provide a syllabus to their respective classes, and to the MFA Program, two weeks before the first day of classes.

Faculty Responsibilities During Non-Residential Semesters:
As a mentorship program, the success of the Ashland University MFA in Creative Writing depends upon each student’s individual relationship with his or her faculty mentor. The MFA Program makes this commitment to our students: we will hire as faculty only accomplished writers who thrive as teachers by giving close personal attention to each student. Faculty mentors are limited to working with no more than five students during non-residential semesters and will respond to each submitted packet of student writing in detail, through written comments, and through phone conferences when necessary.

During ENG 631, 632, and 633, faculty mentors should respond to student packets of writing within two weeks of submission. During ENG 701, faculty mentors should respond to the first set of student thesis submissions within three to four weeks of submission; faculty mentors will respond to the rest of the semester’s packet submissions within two weeks.

In addition to the individual nature of the student and faculty mentor working relationship, faculty mentors are expected to facilitate interactive group discussion about assigned reading and topics through the online forum provided by the university. As part of their teaching responsibilities, faculty will provide clear guidelines for faculty and student online posting. Faculty will themselves contribute substantial postings to the online classroom each week. While the online forum is
interactive in nature, with students assuming a leadership role in the discussion, faculty postings are designed to stimulate student discussion, to provide substantive critical feedback to student comments, and to serve as a catalyst to start and to deepen student discussion about assigned texts and topics. Other forms of faculty feedback include phone and video conferences with students.

Faculty will provide a syllabus with clear course guidelines including a reading schedule, a list of assigned texts, a weekly schedule for online discussion, and a timeline for submitting creative and critical work. The syllabus should be posted by the faculty mentor the first day of class each semester and emailed to students one month before the semester begins. The faculty mentor will also initiate an online discussion topic to which students are expected to reply as a “role call” on the first day of the semester.

Non-Residential Semester Grading Policy
It is the discretion of faculty mentors to award students an “S” Satisfactory or “U” Unsatisfactory grade for the non-residential semester (see “Academic Policies”). Grades should be based on the student’s completion and quality of required creative and critical writing, response to assigned readings, and class participation in online discussions of assigned materials.

Faculty Advisors
The faculty mentor teaching a student in his or her first non-residential semester (ENG 631) will become that student’s academic advisor for the entire span of the student’s years in the MFA Program. Students seeking advice about the program during non-residential semesters may contact their advisors via phone or e-mail.

Ashland University Email Policy
As per University policy, all program communication between faculty, students, and university personnel must take place via Ashland University email accounts. MFA faculty are in no way obligated to accept a student’s failure to check e-mail as a legitimate excuse for non-compliance with instructions, requests or appointments.
Ashland University Graduate Faculty Teaching Policy
MFA faculty members at Ashland University make a commitment to support the University and the MFA program. One demonstration of this support is that MFA faculty regularly teaching in the Ashland MFA program do not teach in other low-residency MFA programs. Short-term exceptions to this policy due to unusual circumstances must be approved by the MFA director.
Curriculum

Each non-residential course during fall and spring semesters is 9 credit hours. Each summer residency is 3 credit hours. The MFA Program traditionally begins and ends with a summer residency; however, students may begin their course of study with the spring non-residential semester. Students must complete three summer residencies and four semesters of non-residential course work to complete the degree.

Non-Residential Courses
Non-residential courses in the MFA Program are designed as mentorships: students will work individually with one faculty mentor per semester and will work collectively with other students assigned to the same mentor. Throughout each of the four non-residential semesters (ENG 631, 632, 633, and 701), students will interact with their mentors via e-mail and online forums. Students will work individually with faculty mentors, and collectively with other students, in enhancing their ability to write and effectively edit poems and prose, and in developing the ability to read and write critically in response to canonized and contemporary authors in their chosen genre. Each faculty mentor will work with no more than five students during the four non-residential semesters required by the program.

Summer Residencies
During 14-day summer residencies (ENG 501, 502, 503), students will work at Ashland University with MFA faculty and with visiting writers by attending workshops, lectures, seminars, readings, discussion groups and individual conferences. Students will also attend technical support workshops.

During summer residencies, each visiting writer will present one reading and lead one Craft and Publishing Seminar.
### Traditional Course Sequence (Beginning in Summer)

<table>
<thead>
<tr>
<th></th>
<th>Course Number and Title</th>
<th>Hours</th>
<th>Prerequisites</th>
</tr>
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<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>English 501: Residency I</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>Fall</td>
<td>English 631: Mentorship I (non-residential semester)</td>
<td>9</td>
<td>English 501</td>
</tr>
<tr>
<td>Spring</td>
<td>English 632: Mentorship II (non-residential semester)</td>
<td>9</td>
<td>English 631</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>English 502: Residency II</td>
<td>3</td>
<td>English 632</td>
</tr>
<tr>
<td>Fall</td>
<td>English 633: Mentorship III (non-residential semester)</td>
<td>9</td>
<td>English 502</td>
</tr>
<tr>
<td>Spring</td>
<td>English 701: Mentorship IV: MFA Thesis (non-residential semester)</td>
<td>9</td>
<td>English 633</td>
</tr>
<tr>
<td>Summer</td>
<td>English 503: Residency III</td>
<td>3</td>
<td>English 701</td>
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**Total Number of Credits**: 45

### Non-Traditional Course Sequence (Beginning in Spring)

<table>
<thead>
<tr>
<th></th>
<th>Course Number and Title</th>
<th>Hours</th>
<th>Prerequisites</th>
</tr>
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<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Spring</td>
<td>English 631: Mentorship I (non-residential semester)</td>
<td>9</td>
<td>None</td>
</tr>
<tr>
<td>Summer</td>
<td>English 501: Residency I</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>Fall</td>
<td>English 632: Mentorship II (non-residential semester)</td>
<td>9</td>
<td>English 631</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>English 633: Mentorship III (non-residential semester)</td>
<td>9</td>
<td>English 632</td>
</tr>
<tr>
<td>Summer</td>
<td>English 502: Residency II</td>
<td>3</td>
<td>English 633</td>
</tr>
<tr>
<td>Fall</td>
<td>English 701: Mentorship IV: MFA Thesis (non-residential semester)</td>
<td>9</td>
<td>English 502</td>
</tr>
<tr>
<td>Spring</td>
<td>Semester off; continue work on thesis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>English 503: Residency III</td>
<td>3</td>
<td>English 701</td>
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**Total Number of Credits**: 45
Note that students who enter the MFA Program in January will have a spring bye semester in between completion of ENG 701 and the final residency.

**Course Descriptions**

**ENG 501: Summer Residency I:** This gateway residency will be taught over 14 days. There will be three major components to the course:

1) Writers’ Workshop/Mentor Tutorial Sessions
2) Craft, Style, and Publishing Seminars
3) Evening/Weekend Readings and Discussions

Students will attend 10 two-hour-and-forty-five minute Writers’ Workshop/Mentor Tutorial sessions and 10 hour-and-a-half Craft, Style, and Publishing Seminars. Students are encouraged to attend all Evening/Weekend programs. In addition, students will meet individually with their mentors to define a writing/reading project for the non-residential courses. There will also be new student orientation sessions, academic advising sessions, and computer support sessions.

**ENG 631: Mentorship I:** This course represents the first step in a program-long process of working toward the completion of a book of poems or prose (culminating in the MFA Thesis). Via the internet, each student will work individually with his or her faculty mentor, and collectively with student peers, to develop the craft of drafting the body of a book. Students will also develop skills in judiciously applying constructive criticism to improve the quality of their writing and skills in articulating constructive criticism of both published and student work. While students will actively engage in the revision process, the emphasis of the course will be on the generation of new material.

**ENG 632: Mentorship II:** This course represents the second step in a program-long process of working toward the completion of a book of poems or prose (culminating in the MFA Thesis). Via the internet, each student will continue to develop the craft of drafting new poems or pieces of prose by working individually with a faculty mentor and collectively with student peers. In addition, students will work toward
the completion of a group of poems or pieces of prose worthy of serving as the core of a book. While students will continually create new work, there will be an emphasis on the revision process and on the ability of students to articulate the nature and degree of aesthetic coherence in their own developing manuscripts, as well as in existing works of literature.

**ENG 502: Summer Residency II:** This mid-program residency will be taught over 14 days. There will be three major components to the course:

1) Writers’ Workshop/Mentor Tutorial Sessions
2) Craft, Style and Publishing Seminars
3) Evening/Weekend Readings and Discussions

Students will attend 10 two-hour-and-forty-five minute Writers’ Workshop/Mentor Tutorial sessions and 10 hour-and-a-half Craft, Style, and Publishing Seminars. Students are encouraged to attend all Evening/Weekend programs. In addition, students will meet individually with their mentors to define a writing/reading project for the non-residential courses. There will also be academic advising sessions and computer support sessions.

**ENG 502: MFA in Paris:** This optional mid-program residency will be taught in Paris over 14 days. The course may be taken in lieu of or in addition to a section of Eng 502 taught on the Ashland University campus during a summer residency. There are additional costs involved in choosing the ENG 502 MFA in Paris option. Contact the MFA administrative director for more information.

**ENG 633: Mentorship III:** This course represents the third step in a program-long process of working toward the completion of a book of poems or prose. Via the internet, students will continue to develop new writing by working individually with a faculty mentor and collectively with student peers. Students will also sharpen the ability to articulate traits, on the level of theme, form and/or style, that characterize the well-crafted books encountered in assigned reading and that characterize
their own developing manuscripts. While students will actively work toward the creation of new prose or poems and will continue to revise individual works, there will be an emphasis on the ability to articulate key formal and thematic characteristics that contribute to the resonance and aesthetic integrity of a body of writing.

ENG 701: MFA Thesis: This course represents the fourth and culminating step in a program-long process of working toward the completion of a book of poems or prose. Via the internet, students will develop further the craft of shaping a book-length collection of poems or prose by working individually with a faculty mentor and collectively with student peers. Though each student will actively work toward the creation of new poems or new pieces of prose and toward the revision of individual works, the primary emphasis of the course will be on developing the student’s ability to shape a book-length collection of writing into an aesthetic construct that is at once informed by and larger than the sum of its parts.

ENG 503: Summer Residency III: This exit residency will emphasize post-thesis concerns. Each student will defend his or her thesis before a faculty committee, participate in a thesis reading, and develop a deepening awareness of the publication industry through advisement from faculty, visiting writers, agents and editors. There will be individual meetings with editors and agents, in addition to the regular three components of the summer residency:

1) Writers’ Workshop/Mentor Tutorial Sessions
2) Craft, Style, and Publishing Seminars
3) Evening/Weekend Readings and Discussions

Emphasis in the Writers’ Workshop/Mentor Tutorial Sessions will vary but might typically involve a focus on new writing unrelated to the thesis, on outtakes from the thesis that might form the nucleus of a new book, or on the further development of the completed thesis into a publishable manuscript. Students will attend 10 two-hour-and-forty-five-minute Writers’ Workshop/ Mentor Tutorial sessions and 10 hour-and-
a-half Craft, Style, and Publishing Seminars. Students are encouraged to attend all Evening/Weekend programs.
Program Requirements

Degree Tracks in Poetry, Fiction, or Creative Nonfiction
There are three degree tracks in the Ashland University MFA in Creative Writing. Students are admitted into the program in poetry, fiction, or creative nonfiction. The course requirements are the same in all tracks; students will register for and complete the same courses. Poetry students will fulfill the requirements of those courses by reading, analyzing, discussing and writing poetry. Creative nonfiction students will fulfill course requirements by reading, analyzing, discussing and writing nonfiction. Fiction students will fulfill course requirements by reading, analyzing, discussing and writing fiction. All students in the program must complete three semesters of creative/critical reading and writing, one semester of thesis preparation, a thesis defense, and three intensive 14-day summer residencies. Students must accumulate 45 hours of class credit by completing all courses in the program.

Students Interested in Multiple Genres
Interested students may petition the MFA director to take either ENG 632: Mentorship II, or ENG 633: Mentorship III, in their secondary genre rather than in their primary genre. For example, a student accepted into the MFA Program in poetry might petition the MFA director to take one course, either ENG 632 or ENG 633, in fiction or creative nonfiction. Students must support such requests with writing samples in the secondary genre. In making decisions to grant or deny student requests to study in a second genre the MFA director will consult appropriate MFA faculty. Decisions will be based on the student’s writing sample and on progress the student has made in his or her primary genre. Students taking courses in two genres must complete ENG 631: Mentorship I and ENG 701: MFA Thesis, and either ENG 632 or ENG 633, in their primary genre. Students may also elect to repeat ENG 632 or ENG 633 in a secondary genre during a fifth non-residential semester.
Requirements for Non-Residential Classes

Creative Writing Requirements
ENG 631, 632, & 633: Though ENG 631, 632, and 633 are distinct from one another (see Course Descriptions above), they share similar requirements and the same schedule for the submission of creative work. In each of these three classes, students will submit to their writing mentors either 10-15 pages of prose, four times per semester, or 5-10 pages of poetry, four times per semester. Faculty mentors may count substantial revisions toward this total number of pages.

ENG 701: MFA Thesis: The thesis must be written in poetry, fiction, or nonfiction. At the beginning of the semester students will submit to their writing mentors the entire body of poetry or prose completed in earlier courses. During the thesis semester students must submit to their writing mentors 3-4 revisions of their entire manuscripts. The completed thesis should be approximately 125 pages of prose (or more) or 50-60 pages of poetry. At the end of ENG 701 faculty mentors will recommend to the MFA director those students ready to defend theses during ENG 503: Summer Residency III.

Critical Writing Requirements
In addition to completing the required creative writing, students will write critically in response to books mutually selected by students and their mentors. Together with writing mentors, students will read and analyze the successes and failures of published collections of poems or books of prose to inform the process of writing toward the completion of their own books.

ENG 631, 632: During each semester, in ENG 631 and 632, students will submit a total of 10-15 pages of critical commentary on assigned reading.

Critical Writing in ENG 633: During this semester, students must submit a draft and a final draft of a 20-25 page critical commentary on the specific thematic, formal and/or stylistic attributes of one or more
ENG 701: MFA Thesis: There are no critical writing assignments during the thesis semester.

**Critical Writing Suggestion: Short Book Reviews**
The 2-3 page book review is one option faculty mentors may offer students in fulfilling critical writing assignments for ENG 631 & ENG 632. While students should always fulfill critical writing requirement in all MFA courses according to guidelines provided by faculty mentors, MFA faculty might be open to requests to fulfill these assignments in the form of the short book review. There are many advantages of writing short reviews assigned for online discussion: first, the short book review assignment provides an incentive to read more widely in the student’s genre; secondly, it helps students read and analyze books in a more thorough way than if they were simply reading for enjoyment; thirdly, writing book reviews will help students build their lists of 50 books read in their chosen genre, submitted to the MFA thesis defense committee at the time students also submit their completed theses; fourth, if book reviews are written well, and if students write on books published within the last year or two, they might place some of these reviews in good journals.

What are the qualities of a good book review? First, because space is at a premium in many good journals, student book reviews need to be succinct and to the point in addressing some of the following questions:

On the level of theme, form, style, and/or subject matter, what attributes characterize the book? What particular qualities does the author bring to his/her form, style and/or subject matter, perhaps in a different way than any other author? At least initially, the reviewer should give him- or herself to a sympathetic reading of the book: What did the author venture? What did he/she attempt to do?

Then a good review might address the question of how successfully the book achieves the author’s own ambition. Where does the book
succeed? Does the book sustain its successes to such an extent that they characterize the book as a whole? Or does the book achieve only isolated successes? Are there lapses in the quality of the book, on the level of theme, form, style, subject matter, or any other attribute that the author attempts to integrate into the book as a whole? Does the book begin to parody itself by repeating too often strategies that succeed in portions of the book but not in the book as a whole?

Here is one other way to think about the form of a good book review, offered by Robert Pinsky in an article he published in *Slate*:

1. The review must tell what the book is about.
2. The review must tell what the book’s author says about that thing the book is about.
3. The review must tell what the reviewer thinks about what the book’s author says about that thing the book is about.

**Informal Writing Requirements: Non-Residential Classes**

In addition to completing any creative and critical writing requirements, in each non-residential class students are required to participate by contributing substantial, multiple posts each week in online threaded discussions of assigned reading and of student written work.

**Summer Residency Requirements**

See Course Descriptions for distinctions between the three Summer Residencies, ENG 501, 502, and 503 (the first a gateway residency, the second a mid-program residency, and the last an exit, post-thesis residency). The three summer residencies nevertheless share many of the same requirements:

- **Summer Residency Workshop Sessions**
  During each summer residency, there will be 10 Writers’ Workshop sessions. Students are required to attend all ten Writers’ Workshop sessions.

  *Students are required to send an electronic version of their manuscripts to the administrative director approximately...*
one month prior to the Summer Residency. Poetry manuscripts should be no more than 10-15 pages. Creative nonfiction and fiction manuscripts should be no more than 20-30 pages. Student manuscripts are often divided into two sections, one for each week of the residency.

- **Summer Residency Craft/Publishing Seminars**
  During each summer residency, there will be at least 10 Craft/Publishing seminars. Students are required to attend all weekday Craft/Publishing Seminars.

- **Summer Residency Evening & Weekend Programs**
  Students are required to attend all evening and weekend programs. If emergencies or other obligations prevent students from attending isolated morning, afternoon or evening sessions, students should notify their instructors and the MFA director or administrative director.

**Requirements for Graduation**

Each student who applies for graduation must have completed all required courses other than ENG 503: Summer Residency III and obtained the recommendation of his or her faculty mentor (in ENG 701: MFA Thesis) for a thesis defense. At the conclusion of ENG 701: MFA Thesis, faculty mentors will nominate theses deemed of sufficient quality to merit a defense. Students obtaining the nomination of their faculty mentors will then enroll in ENG 503: Summer Residency III to defend their theses during their last summer residency.
The MFA Thesis

The completion of the MFA thesis during ENG 701 represents the culminating step in a program-long process of writing and revising toward the completion of a book of poems or prose. Students enrolled in ENG 701 will be grouped together by genre into groups of 3-4 students. Whenever possible, faculty mentors teaching ENG 701 will work with groups consisting of ENG 701 students exclusively. If necessary, an occasional ENG 633 student may also be grouped with ENG 701 students. While student preferences will be considered in the assigning of faculty mentors, the MFA Program will determine faculty mentor assignments in order to make MFA courses most beneficial for the greatest number of students. Faculty may choose to assign student theses as texts for the course and/or books and other materials that can serve as models for structuring student manuscripts.

Each thesis defense will take place in person, on the Ashland University campus, during ENG 503: Residency III. Student theses must consist of writing composed during the process of completing MFA course work at Ashland University and cannot consist of work completed prior to the beginning of the MFA. Students must demonstrate evidence of working through the drafting process toward the goal of completing a book-length manuscript of poetry or prose. The thesis should be a final synthesis of all writing previously begun in the program and a final synthesis of the critical sensibility students developed in the program.

ENG 701 Expectations and Requirements
Students in ENG 701 are expected to continue participating in online discussions and workshops while refining and finalizing their thesis, though they may step out of the discussion one month in advance of the end of the course. At the beginning of the semester, each student will submit a draft of the thesis in its entirety to his or her faculty mentor and to other members of the student’s workshop.

Students will complete the following tasks in ENG 701:
• Actively work on the creation and revision of new poems or new pieces of prose to extend and complete the thesis
• Continue to lead and participate in online discussions and reading assigned texts
• Continue to revise thesis following critiques from advisor
• Finalize thesis for submission to advisor by end of semester
• Submit final thesis to MFA Administrative Director for review by the Faculty Thesis Committee within two weeks following the end of the semester. Students who receive an S-Satisfactory grade on the thesis are permitted an additional two weeks to revise the thesis before submitting it to the Administrative Director. See program calendar in the back of this handbook for dates.
• Apply for graduation – visit www.ashland.edu/registrar for more information.

Passing ENG 701
Faculty mentors for ENG 701 will serve as thesis advisors through to the completion of their advisees’ degrees. Thesis advisors will recommend for a thesis defense only those manuscripts that realize fully or largely the character of a volume informed by unifying aesthetic traits. Each student will define for a Faculty Thesis Committee attributes that contribute toward the integrity of the thesis as a volume of writing.

A thesis will be ready for a defense when it is clearly defined by one or more of the following:
• common controlling ideas or interaction between ideas;
• specific aesthetic effects that provide a sense of balance, order, or unity;
• distinct relationships of one poem to another, one essay to another, or one narrative segment to another, in the body of the thesis as a whole.

Receiving the S-Satisfactory grade in ENG 701 indicates that the faculty mentor recommends the thesis for defense. Faculty mentors may assign
the SR grade to a nearly complete thesis that is of such quality that the student’s advisor expects a passing grade will result after the student completes final revisions. The U grade will be used if the thesis shows little sign of promise, even with the possibility of further revision.

**Submitting the Thesis**

Within two weeks of the completion of the spring semester, the following material needs to be submitted to the Administrative Director:

- Final draft of thesis, approximately 50-60 pages of poetry or 125 pages or more of prose. Students who complete a semester of cross-genre study may petition to submit a multi-genre manuscript.
- List of 50 texts (most of which are books) that have informed the student’s growth as a writer. Texts are not limited to assigned readings within the coursework or duration of the program.
- Five-page introduction in which the student defines the way a smaller (5-10) select group of texts informed the process of developing the thesis. Each student should think of this essay as the act of defining a literary genealogy, in the form of 5-10 texts, from which the thesis descends. Students should define in this paper specific effects or techniques that they have learned through the experience of reading particular authors and particular texts.

**Formatting Guidelines**

- Margins should be set at 1” all around
- Title page should center the following:
  - Title of thesis
  - “A Thesis Submitted to the Faculty of the Master of Fine Arts in Creative Writing Program at Ashland University”
  - by [Author]
  - “In Partial Fulfillment of the Requirements for the Degree of Master of Fine Arts”
  - Month and Year of Graduation (August)
- Table of contents
• Pagination
  o No page number should appear on the title page or signature page
  o Page numbers should appear in the bottom right hand corner of each page
  o Pages that occur prior to the body of text (acknowledgements, dedication page, table of contents, etc.) should use Roman numerals (I, ii, etc.) as page numbers
  o Each page in the body of text should be numbered using Arabic numbers (1, 2, etc.)
• Electronic version of thesis should be submitted to the Administrative Director as a PDF.

Prose Thesis Formatting Guidelines:
• Approximately 125 pages or more
• Double-spaced in Times New Roman or comparable font, 12 point

Poetry Thesis Formatting Guidelines:
• Approximately 50-60 pages
• Single-spaced in Times New Roman or comparable font, 12 point

ENG 503 – Post-Thesis Summer Residency Preparations
In addition to the three regular components of the summer residency (writers’ workshop, craft seminars, evening readings), the student in the post-thesis semester will defend his or her thesis before a faculty committee, participate in a thesis reading, and develop a deepening awareness of the publication industry through advisement from faculty, visiting writers, agents, and editors.

Faculty Thesis Committee
Each faculty thesis committee will consist of the student’s thesis advisor and two other MFA faculty. An Ashland University faculty member will serve on most thesis committees. Members of thesis committees will have read and evaluated theses prior to scheduled defense dates.

**Thesis Defense**

Each graduating student will present a 45-minute defense in front of a Faculty Thesis Committee.

1. Introductory Remarks: The thesis defense will begin with a ten-minute extemporaneous introduction. If the defending student’s introduction exceeds ten minutes the chair of the Faculty Thesis Committee will bring the student’s introductory remarks to a close. Defending students’ introductory remarks may draw on ideas from the previously submitted 5-page written introductions, but students cannot read out-loud 5-page introductions in lieu of presenting extemporaneous remarks. The Faculty Thesis Committee will have already read the written introduction prior to the thesis defense. The extemporaneous ten-minute introduction should supplement and enhance the 5-page written introduction.

2. Questions from the Faculty Thesis Committee will follow the student’s introductory remarks and will last for the remaining 35 minutes of the defense. Some questions may involve a discussion of the thesis in relation to the defending student’s reading of other texts. In forming questions about the development of the student’s thesis in relation to other texts, the Faculty Thesis Committee will focus exclusively on the student’s 5-page written introduction and on the student’s list of 50 texts that have informed the development of the thesis.

3. Students may choose to have an “open” thesis defense in which only members of the MFA community are welcome to attend (faculty, students, staff), or a “closed” thesis defense in which only the Faculty Thesis Committee is present.

4. The Faculty Thesis Committee will respond to each thesis shortly after the thesis defense.
Passing the Thesis Defense
The faculty thesis committee will determine the success or failure of a defense. Students will be expected to define and analyze the characteristics of his or her collection of prose or poetry and the process by which that collection came into being. During the defense, each student will articulate the thematic, formal or stylistic effects that characterize his or her own volume of writing. Each defending student will also define the way in which critical feedback from faculty and student peers helped shape the growth of his or her book. Each student will articulate the relationship—if any—between the shaping of the thesis and any critical writing or reading experience the student completed in the MFA Program.

After the Thesis Defense
1. Graduating Student Reading – Each student passing the Thesis Defense will present (at a later scheduled time) a ten-minute thesis reading
2. MFA Graduation Reception – Students approved for graduation following the Thesis Defense will be recognized in a graduation reception on the final Thursday of the residency. Each student’s thesis advisor will formally introduce his or her advisees and present them each with an MFA certificate (diplomas will not be formally presented until the graduation ceremony).
3. Bound Thesis – The student’s final thesis will be bound for the Ashland University library’s collection at $15.50 per copy. Additional copies may be supplied by the student for his or her own personal use. The program will assume the cost of the University’s copy of the thesis. A final electronic copy of the thesis must be submitted to the Administrative Director as an archival copy by the week following the residency.
Academic Policies

Transfer Credits
No more than 9 credit hours of graduate creative writing classes can be transferred into the program.

Time Limits
The minimum length to complete the program is two years and two weeks. The maximum length to complete the program is four years and six months. Once the maximum allotted time has passed, students must reapply for admission. Any credits earned prior to readmission cannot be used toward the fulfillment of the degree.

Waivers of Degree Requirements
Waivers of degree requirements will be granted rarely. Any such waivers must be approved by the MFA faculty committee. Requests for waivers must be submitted in writing to the MFA director.

Course Repeat Policy
Any student receiving U-Unsatisfactory for a course will be given the opportunity to retake the course. Both first and second grades will appear on the student’s transcript.

Students may elect to take any course in the program a second time. Both first and second grades will appear on the student’s transcript.

Non-Degree Seeking Students
People who do not wish to receive college credit for coursework in the MFA program may apply as non-degree students for the summer residency and/or the spring non-residential semester. Because of the relationship between the summer and fall semesters for degree seeking students, non-degree students cannot register for fall semester courses. If there is enough interest from non-degree seeking students for the summer residency, a workshop will be formed. Non-degree students must submit a writing sample in addition to completing the graduate school’s requirements for admission.
Grades
Courses will be graded:

*Satisfactory:* applies to performance equivalent of B- or higher

*Unsatisfactory:* applies to performance equivalent of C+ or lower

*Satisfactory with Revision:* a grade option available only for English 701: MFA Thesis.

Assigning the SR-Satisfactory with Revision Grade:
The SR grade indicates that the thesis shows promise and should be of sufficient quality to pass following substantial revision. Students receiving the SR grade in the spring for ENG 701: MFA Thesis will have four weeks to complete thesis revisions if they intend to graduate that summer. The student’s faculty mentor for ENG 701 will review thesis revisions within one week of submission and consult with one other MFA faculty member before deciding whether or not to change SR grade to S-Satisfactory.

If the faculty mentor decides revisions to the thesis are inadequate, the student is not eligible to graduate during the immediate summer residency. The student will have until September 15 to complete satisfactory revisions to the thesis, at which point the student’s thesis advisor will again consult with another MFA faculty member prior to deciding whether the thesis has been completed successfully. If the thesis has been completed successfully, the student is eligible to apply for graduation as outlined above. If the thesis is not yet certified as complete following September 15, the student has the following two options: First, the student may choose to retake ENG 701 and work with a new thesis advisor in fulfilling all requirements for the course. Alternatively, the student may choose to register for ENG 7IP (in progress) for zero credit hours each semester until the thesis is certified as successfully completed by the MFA director and one faculty member other than the student’s thesis advisor. In this scenario, the student’s
thesis advisor will no longer be involved in recommending the student’s thesis for a defense but will serve on any defense committee that may eventually review the completed thesis. All students exercising the second option must submit revised theses to the MFA director by March 1.

Students who take ENG 701 during the fall semester and receive the SR grade will have until March 1 to make satisfactory revisions to the thesis. The same procedure for reviewing an SR grade applies in this instance. If the first review is deemed inadequate, the student will have until June 1 to complete satisfactory revisions. If by June 1 the thesis has been completed successfully, the student is eligible to apply for graduation as outlined above. If the thesis is not yet certified as complete following June 1, the student shall either retake ENG 701 or register for ENG 7IP (in progress) for zero credit hours each semester until the thesis is certified as successfully completed by the MFA director and another concurring faculty member.

The maximum time to complete the program is four years and six months, as defined in the MFA Time Limits above.

Other grades are:

*I*—*Incomplete*: may be given when students are not able to complete the course work due to illness, accidents, or other emergencies. This grade applies to work of acceptable quality when the full amount is not completed. It is never applied to unsatisfactory work. The required work in non-residential mentorship classes must be completed within three months of the completion of the course. In Residencies I & II (ENG 501 & 502), students receiving an Incomplete must repeat the course. In Residency III (ENG 503), at the discretion of the program director students receiving an Incomplete must either repeat the course or submit the remaining required work within three months of course completion. In all cases, the “I” grade becomes a “U” if not completed within the time frame allotted.

*K*—*Transfer*: credit accepted in transfer. Courses are recorded on the student’s permanent academic record.
W—Withdrawn: assigned for official withdrawals.

**Academic Good Standing**
To remain in good standing in the program, students must receive a grade of “S” for each course previously taken. Students who receive the grade “U” for a course will be placed on academic probation. Students placed on academic probation will be given the opportunity to retake the course for which they have been assigned a “U”. Upon receiving a grade of “S” for the retaken course, such students will return to the state of being in good standing in the program.

Students who receive the grade “U” for two courses will be subject to a dismissal review by the MFA Faculty Committee. Such students will appear before the MFA Faculty Committee to plead their cases. The MFA Faculty Committee may grant such students the opportunity to retake both courses for which they have been assigned the grade “U”. The Committee will determine by vote whether or not to dismiss.

Students who receive the grade “U” for three courses will be dismissed automatically from the program without possibility of review or reinstatement.
Satisfactory Academic Progress Policy
(The following is the policy of the Ashland University Graduate School)

Federal regulations require that an institution develop and enforce a policy for standards of satisfactory academic progress for students who receive financial aid. These standards must be the same or stricter than the standards the institution has for students not receiving aid. This policy is applied to graduate students receiving federal assistance at Ashland University. It should be noted that this policy is separate from the academic policy administered by the Academic Standards and Graduation Committee. Students may be allowed to enroll at Ashland University but may not be eligible to receive financial aid due to academic deficiencies.

Interpretation and Enforcement
The Director of Financial Aid will have primary responsibility for the interpretation and enforcement of this policy. Unusual issues related to this policy may be directed to the Financial Aid Committee for consultation.

Qualitative Requirements
MFA students must achieve a cumulative S-Satisfactory grade to meet eligibility requirements for financial aid. Students who receive a grade of U-Unsatisfactory in all courses during any term will immediately lose eligibility for financial aid. In order to continue receiving financial aid, the student must appeal to the Financial Aid Office (see below).

Appeals of Financial Aid Decision
A student who is ineligible for financial aid due to not meeting the requirements of this policy may submit a written letter of appeal to the Financial Aid Committee via the Director of Financial Aid. The committee will review the student’s appeal and make a final determination as to whether the student will be offered financial aid for another term considering any unusual or extenuating circumstances which may include, but are not limited to, the following:
A. Illness
B. Injury
C. Severe mental or emotional stress
D. Physical or mental hardship

In the event of unusual and/or extenuating circumstances, the Financial Aid Committee may place the student on Financial Aid Probation for another loan term. During this term, the student will be eligible to receive financial aid. The student's academic status will be reevaluated at the end of the term to determine if the student has met the required standards.

Financial aid policies and programs are subject to change under the direction of the Board of Trustees.

Student Appeals Policy
(The following is the policy of the Ashland University Graduate School)

Students who have questions about instructional faculty performance or conduct should follow the procedure listed below. Any appeals must be initiated no later than the end of the semester following that in which the issue arose:

1. The student should consult the faculty member in question. It is only after this approach has been attempted that further recourse is appropriate. No appeal will be heard until this initial step has been taken, unless the complaint involved conduct that the student does not feel comfortable raising with the faculty member. In this case, the student may initiate the complaint by writing directly to the director of the graduate program as described in step 2 of this process.

2. If consultation with the faculty member in question does not produce satisfactory results, the student should submit his or her appeal in writing to the director of the graduate program. The written appeal should specify the details and circumstances that justify the appeal and state the action or decision sought by the student.
3. If the director of the graduate program, after having consulted with the individual who is the subject of the complaint, denies the student’s appeal or complaint, the student may submit a copy of the appeal to the dean of the academic college in which the graduate program is housed.

4. The academic dean will review the information presented, make such inquiries as necessary, and render a judgment. If the student is dissatisfied with the dean’s decision, the student may make final appeal to the provost.

5. If a written appeal is made to the provost, the provost will schedule a meeting including the student, the faculty member in question, and a Review Committee consisting of the academic graduate program chair and the academic dean. The provost, in consultation with the Review Committee, will make a final decision on the appeal or complaint and will specify what action, if any, is required by the student, the faculty member and/or the University.

**Sexual Harassment Policy**

Ashland University promotes an environment free of sexual harassment and will not tolerate conduct by any individual that harasses a student, disrupts or interferes with a student’s academic performance, or creates an intimidating, offensive, or hostile environment.

Unwelcome sexually harassing or offensive conduct is prohibited. This policy applies to students, faculty, administrators, staff and others on or off University property or participating in a University sponsored event or activity.

Prohibited conduct includes but is not limited to:

- Sexual flirtations, touching, advances, or propositions;
- Sexually explicit language or gestures;
- Sexually graphic or suggestive comments about an individual’s dress or body;
• Contributing to an offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual jokes or stories;
• Explicit or implicit threats or comments that an individual may be affected in a tangible way in exchange for engaging (or not engaging) in sexually-related conduct.

If you believe that the actions or words of an individual constitute sexual harassment of you or any other University employee, such conduct should immediately be reported to the University’s Director of Human Resources. Sexual harassment complaints or related issues involving students should be reported to the University’s Vice President for Student Affairs.
Tuition and Fees

There is a $711 cost per credit for course work in the Ashland University MFA Program. A technology fee is included in the $711 per credit cost. There are no other mandatory student fees.

First Year Tuition (2014-2015)
Summer Semester:
ENG 501: Summer Residency I (3 credits): $2,133

Non-Residential Semesters:
ENG 631: Mentorship I (9 credits): $6,399
ENG 632: Mentorship II (9 credits): $6,399

Tuition Cost for First Year: $14,931

Estimated Second Year Tuition (2015-2016)
Summer Semester:
ENG 502: Summer Residency II (3 credits): $2,133

Non-Residential Semesters:
ENG 633: Mentorship III (9 credits): $6,399
ENG 701: Mentorship IV: MFA Thesis (9 credits): $6,399

Estimated Tuition Cost for Second Year: $14,931

Estimated Exit Residency Tuition
ENG 503: Summer Residency III (3 credits): $2,133

Total number of credits to complete program: 45

ESTIMATED TUITION COST for MFA PROGRAM: $31,995
Tuition Refund Schedule

Students who withdraw from ENG 501, 502, & 503 (Summer Residencies) prior to the start of the residency will receive a 100% tuition refund. No tuition refund for a summer residency will be available once the residency has begun.

The refund schedule for ENG 631, 632, 633 & 701 will follow the Ashland University tuition refund policy, as defined online at http://www.ashland.edu/graduate/financial-aid/policy-statements

Student Loans

Financial Aid for Students in the MFA Program
Ashland University participates in the Federal Family Education Loan Program. Under this program, Federal Stafford Loans are available for all eligible students enrolled in Master’s Degree-Granting Programs to provide students with help to pay for their Ashland University education. In addition, there are private education loan programs available for MFA students.

Financial aid will not be processed until students are accepted into the MFA Program. However, prospective students may begin the financial aid application process prior to acceptance to ensure that all forms have been received by the Financial Aid Office and are ready to be processed as soon as students receive their acceptance letters.

A separate AU Summer Session Loan Application (for the Summer Residency) is required in addition to the AU Graduate/Post-Baccalaureate Loan Application for MFA students in order to access federal loan funding for the Summer Residency and for classes taken during the regular academic year. In addition, the Free Application for Federal Student Aid (FAFSA) must be completed each year.

For further information about federal and private loans, application procedures, and required forms, please see the Ashland University Financial Aid webpage http://www.ashland.edu/graduate/financial-aid.
Each AU student is assigned a Financial Aid Counselor. Financial Aid Counselors are assigned according to students’ last names. Students can click on the Contact Us link to obtain assigned counselor’s name and contact information. Students can also call 419.289.5003.
Using the AU Portal and WebAdvisor

**AU Portal**
The AU Portal is a one-stop shop for Ashland University students. To access the portal, visit [http://myau.ashland.edu](http://myau.ashland.edu). Your username and password are the same you will use for all University systems including email, network access while on campus, and Angel. Use the password reset function on the portal if you forget your password. Passwords must be reset once every 180 days.

**WebAdvisor**
WebAdvisor is an avenue for students to view and edit their University account. The following information can be accessed through WebAdvisor:
- Financial Aid Awards
- Forms Needed to Complete Financial Aid Process
- Student Account Balance
- Tuition Payments
- Transcript at AU

**Financial Aid Forms & Awards:**
Once you have submitted your Financial Aid documents, you may view the status of your award online through WebAdvisor. WebAdvisor also allows you to see if there are any necessary documents missing from your application. If you have a problem with your financial aid award, feel free to contact the Financial Aid Office at 800.882.1548 x5003.

**Student Accounts:**
WebAdvisor allows you to view the balance of your student account. 
*All student accounts must be paid in full prior to the start of each semester.* There are a number of options for paying off the balance on your account. Visit the Ashland University Business Office website for more information on making payments online or in person, tuition payment plans, corporate reimbursement, and other student accounts questions. If you have any questions about WebAdvisor, feel free to contact the Information Technology Help Desk, 419.289.5405.
Distance Learning: Non-Residential Semester

During all four mentorship courses, ENG 631, 632, 633 & 701, students will communicate with their mentors and with other students using Angel, the online software platform provided by the university. Students and faculty will take online course training sessions during summer residencies or prior to the commencement of the spring non-residential semester. In the event of a software change or upgrade, students in ENG 502 will be encouraged but not required to attend software training sessions.

Navigating Angel
If you are concerned about the technical requirements for using Angel from your home computer, please visit http://www.ashland.edu/graduate/online-program/pc-requirements for a list of minimum requirements.

Logging into Angel
- You will not have access to your course online until the first day of classes, but you may log-in to check out the MFA Community Group once you’ve been registered for classes.
- Visit http://angel.ashland.edu OR visit www.ashland.edu and click the Login button at the top of the screen.
- Your username will be the same as the User ID issued by AU, usually the first initial of your first name and the first seven letters of your last name.
- Your password will be the same as your email account and your wireless network access on-campus.

Online Classrooms
In order to begin each semester, students will post in the faculty-initiated online discussion as a “role call” the first day of class. Formats for online classrooms will vary, but all online courses will include the following components:
Course Syllabus
Each faculty mentor will post a syllabus complete with a reading schedule and writing submission schedule for his or her students.

Workshop/Reading Discussion/E-mail
Most student work will be done in the online discussion forums and through e-mail. Each faculty mentor will serve as a catalyst in stimulating threaded discussions of assigned reading and strategies of writing. Though faculty mentors will participate actively, students are expected to take a leadership role in online discussions.

As part of their responsibilities in fulfilling the work expectations of each non-residential class, students will participate in online discussion by contributing substantial, multiple posts each week. They may also be asked to serve as discussion leaders on assigned books and topics. While the exact nature of student participation in online discussion will be defined by each student’s faculty mentor, all faculty mentors will require frequent exchanges among students about their work or about their assignments.

Drop Box
The course software used by Ashland University allows faculty mentors to open a “drop box” for student assignments. This is where students will turn in their writing packets. Faculty mentors may also opt to use e-mail to send and receive student writing packets. This preference will be discussed at the start of each semester.

MFA Community Group
The MFA Community Group is a program-wide section of the course software. It is available for the informal use of all students, staff, and faculty. A program-wide discussion forum is available for students to interact from a cross-genre and classroom perspective. This is also where sample critical essays and thesis materials are saved.
Summer Residencies

Summer residencies are integral parts of the MFA experience. The 14-day residency features a rigorous schedule of workshops, seminars, and readings. Students are housed on campus or within walking distance of campus. While optional, shared meals with other MFA students, faculty, staff, and visiting writers are an important part of building community in the MFA Program. MFA faculty, staff and visiting writers will dine with MFA students during lunch and dinner. Room and board costs and detailed residency information can be found in the Summer Residency Program and on the program website (www.ashland.edu/mfa).
Ashland University Email

Login Information
1. Visit http://mail.ashland.edu OR visit www.ashland.edu and click the Login button at the top of the screen.
2. Enter your username.
3. Your Password is the same you will use to access Angel, the portal, and the wireless network on-campus.

If you have any questions or encounter any difficulties, contact the Ashland University Help Desk at (419) 289-5405.

To Forward Mail to Another Account:
1. Click on “Settings” at the top of the screen once you’ve logged in to your email account.
2. Click on “Forwarding and POP/IMAP”
3. Click on “Forward a copy of incoming mail to _________” and fill in the email address you want your Ashland account to be forwarded to.

As per University policy, all program communication between faculty, students, and university personnel must take place via Ashland University email accounts. Please note that University offices are in no way obligated to accept a student’s failure to check e-mail as a legitimate excuse for non-compliance with instructions, requests or appointments.

Information Technology Help Desk
Students can receive technological support by calling the Information Technology Help Desk at 419.289.5405. The Information Technology Help Desk is open for calls Monday-Friday, 8 a.m.-5 p.m. (except during university holidays).
### MFA Program Calendar

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<tr>
<td><strong>July 19 – August 2</strong></td>
<td>Summer Residency</td>
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<tr>
<td><strong>August 6</strong></td>
<td>Faculty: Summer Residency Grades Due</td>
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<tr>
<td><strong>August 18</strong></td>
<td>Fall Non-Residential Semester Begins: Students <em>must</em> report to faculty mentor by posting to their assigned online discussion groups the first day of class.</td>
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<tr>
<td><strong>September 1</strong></td>
<td>No Class: Labor Day</td>
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<tr>
<td><strong>September 5</strong></td>
<td>Last Day to Drop Without Grade on Transcript</td>
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<tr>
<td><strong>October 15</strong></td>
<td>Cross-Genre Applications Due</td>
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<td><strong>October 15</strong></td>
<td>Thesis Advisor Preference Forms Due</td>
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<tr>
<td><strong>October 20-21</strong></td>
<td>No Class: Fall Break</td>
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<tr>
<td><strong>November 1</strong></td>
<td>Spring Registration Opens</td>
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<td><strong>November 15</strong></td>
<td>Spring Registration Closes</td>
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<td><strong>November 26-30</strong></td>
<td>No Class: Thanksgiving Break</td>
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<td><strong>December 1</strong></td>
<td>Classes Resume</td>
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<td><strong>December 3</strong></td>
<td>End of Fall Non-Residential Semester: Final manuscripts are due to faculty mentor.</td>
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<tr>
<td><strong>December 12</strong></td>
<td>Faculty: Semester Grades Due by 12 p.m. EST</td>
</tr>
<tr>
<td><strong>December 18</strong></td>
<td>ENG 701 - Final Draft of Thesis Due to Administrative Director Electronically</td>
</tr>
<tr>
<td><strong>December 19-January 1</strong></td>
<td>Campus and Program Offices Closed</td>
</tr>
</tbody>
</table>

### Spring 2014

<p>| <strong>January 5</strong> | Spring Non-Residential Semester Begins: Students <em>must</em> report to faculty mentor by posting to their assigned online discussion groups the first day of class. |
| <strong>January 19</strong> | No Class: Martin Luther King Day |
| <strong>January 23</strong> | Last Day to Drop Class Without Grade on Transcript |
| <strong>March 2-6</strong> | No Class: Spring Break |
| <strong>March 15</strong> | Cross-Genre Applications Due |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>March 15</td>
<td>Thesis Advisor Preference Forms Due</td>
</tr>
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<td>April 1</td>
<td>Summer/Fall Registration Opens</td>
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<td>April 2-5</td>
<td>No Class: Easter Break</td>
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<td>April 15</td>
<td>Summer/Fall Registration Closes</td>
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<tr>
<td>April 15</td>
<td>Graduation Applications Due if Participating in the May Graduation</td>
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<tr>
<td>April 29</td>
<td>End of Spring Non-Residential Semester</td>
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<tr>
<td>May 1</td>
<td>Graduation Applications Due for August Graduation</td>
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<tr>
<td>May 11</td>
<td>Faculty: Semester Grades Due by 12 p.m. EST</td>
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<tr>
<td>May 18</td>
<td>ENG 701 – Spring Students, Final Draft of Thesis Due to Administrative Director Electronically</td>
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<tr>
<td>May 18</td>
<td>All Defending Thesis Students Book List and Introduction to Thesis Due to Administrative Director Electronically</td>
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<td>June 5</td>
<td>SR-Grade Thesis Submissions due to Faculty Mentor</td>
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<tr>
<td>July 18-August 1</td>
<td>Summer Residency</td>
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<tr>
<td>August 10</td>
<td>Final Thesis Due to Administrative Director for Library Binding and Archiving</td>
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</tbody>
</table>
Program Contact Information

Stephen Haven, MFA Director
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