ADELPHI UNIVERSITY MFA IN CREATIVE WRITING

STUDENT HANDBOOK

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Academic Program

Degree Requirements for the MFA in Creative Writing
(39 credits total)

Students must meet with their advisers to determine the appropriate plan of study.

Workshops (18 credits total)

In the fall semester of their first year of study, students are **required** to take English 640 (Fiction Workshop), English 641 (Poetry Workshop), and English 643 (Creative Nonfiction Workshop). We also strongly recommend all students take English 638 (Teaching Writing) in the fall semester of the first year. (Note: Satisfactory completion of English 638 is a requisite for teaching in the undergraduate program.)

In the spring semester of their first year of study, students are **required** to take English 640 Fiction Workshop, English 641 Poetry Workshop, and one of the following, as offered: English 643 Creative Nonfiction Workshop, or English 642 Playwriting Workshop, or English 644 TV/Screenwriting Workshop.

Courses can be repeated with the same instructor
(Indicate professor and semester)

640 Fiction Workshop (3 cr.)   _____

641 Poetry Workshop (3 cr.)   _____

642 Playwriting Workshop (3 cr.)   _____

643 Creative Nonfiction Workshop (3 cr.) _____

644 TV/Screenwriting Workshop (3 cr.)   _____

Choice of Three Courses in Literature, Language or Theory (9 credits total)

Courses can be repeated with same instructor if syllabus is different.
(Indicate professor and semester)

638 Teaching Writing (4 cr.) _____
Recommended for all students

6xx   _____

6xx   _____

Required of all students in sequence:

799 Thesis Colloquium (4 cr.)   _____
Fall of second year

790 Thesis Independent Study (4 cr.)   _____
Spring after Thesis Colloquium

791 Practicum Colloquium (4 cr.)   _____
Final semester in program

Typical Individual Student Sequence

FALL, YEAR 1	SPRING, YEAR 1
Fiction Workshop Poetry Workshop Nonfiction Workshop Teaching Writing	Fiction Workshop Poetry Workshop Nonfiction Workshop; OR Playwriting Workshop; OR TV/Screenwriting Workshop Literature
FALL, YEAR 2	SPRING, YEAR 2
Thesis Colloquium Literature	Thesis Independent Study Practicum Colloquium

Program Director Responsibilities

- Advises students, explains requirements, signs forms, and answers most questions about the program.
- Canvasses faculty for mid-semester "early warning" indications of student academic distress. Contacts students identified as requiring "early warning."
- Oversees thesis applications and formal or informal petitions for waivers of regulations.
- In consultation with department chair and other administrators, sets program schedules, oversees student admissions, and student financial aid and employment.
- Issues warnings on student progress; responds to student and faculty concerns about the program or individual class experiences.

Faculty Responsibilities

Responsibility for good advising rests jointly with faculty Mentors and students, supported by the program director and department chair.

Faculty Mentors/Advisors at Adelphi University view the Mentor-advisee relationship as an integral part of a student's development at the university and an opportunity for faculty teaching beyond the classroom. Faculty Mentors/Advisors will strive to attain the following ideals in Mentoring/advising:

- To contribute to an atmosphere conducive to student development and encourage self-reliance.
- To be available for student appointments during office hours and accessible through telephone and email.
- To provide students with honest and realistic evaluations regarding students' work.
- Respond to director's request for mid-semester "early warning" indications of student academic distress.
- To review advisee's academic progress and record regularly so as to best guide the acquisition of necessary skills and the completion of academic requirements.
- To engage students in conversation about their long-term professional and career goals
- To be courteous and respectful toward students.
- To be knowledgeable of institutional policies, procedures and requirements and to provide advisees with accurate and timely information as related to these policies, procedures and requirements.
- To collaborate with other departments and offices (International Student Services/Study Abroad, Student Financial Services, Registrar, Center for Career Development, Learning and Writing Centers, etc.) and make appropriate referrals to assist students.

Student Responsibilities

On entering the program, the student receives an advisor, usually the Program Director.

The advisor helps the student choose classes, plan the schedule, plan and assess progress in the program, and gives feedback on the thesis project.

Students are responsible for contacting their advisor to:

- Set up meetings.
- Discuss their program (current semester and future ones) at least once each semester during registration period.
- Plan thesis process.
- Share any problems, concerns, questions.
- Keep track of deadlines.
- Respond to notice of mid-semester "early warning" indication of student academic distress.

As part of the shared responsibility for good advising between Mentor/advisor and student, Mentors/advisors will expect the following of students:

- familiarity with the policies, procedures, and requirements presented in the *Adelphi University Bulletin, MFA Student Handbook,* and *communications from the program.*
- thoughtful consideration of his or her academic and professional goals.
- responsibility for his or her choices and decisions.
- development of a tentative schedule of courses prior to the advising meeting.
- prompt arrival to all scheduled advising interviews.
- timely notice about any academic changes or problems.
- questions, questions, questions!

Genres and the Adelphi MFA

Classification by genre has always come after the fact: first came the writing or performance, then Aristotle. Is *Robinson Crusoe* a work of fact, fiction, or memoir? Today more than ever writers are redefining the boundaries and the nature of genres. The Adelphi MFA Program consequently emphasizes serious engagement by the student with multiple genres, and welcomes writing that explores the boundaries of genres or crosses genres.

The first year course of study is an immersion in three main literary genres, whose philosophies are briefly expressed below. Workshops may also be offered in playwriting and TV/screenwriting.

Fiction

Our program sees fiction as a realm in which both a strong regard for tradition and a ceaseless capacity for experimentation are essential, and can co-exist congenially. Our workshops and classes focus on elements of craft, varied narrative strategies, and the reliable resourcefulness of our own imaginations. Well-known and emerging authors alike inform our writing efforts. As a community of writers and readers, we realize that we must always "mine deeper," as Melville put it—and we trust that rich veins of thought and feeling are tapped when we collaborate and share, write and rewrite, read and re-read.

Poetry

The poets in our program form a community of writers and readers who challenge themselves and support one another. Our classes and workshops are craft-based and dedicated to the writing and rewriting of poems of all kinds. We use published and unpublished texts to develop reading and editing skills. We consider and develop thoughtful and practical approaches to the life of the artist and the creative process. And we articulate and extend our craft—poetics, voice, prosody—and help one another set artistic and professional goals.

Nonfiction

Writing creative nonfiction—the literary rendition of fact—involves unusual possibilities, difficulties, beauties, and dangers, all of which we explore in the program's workshops. These are craft-based and use published and unpublished texts to clarify the forms and traditions of the genre. As a community of writers and readers, we encourage rigorous, supportive engagement with each other's work.

Types of Program Courses

Workshops

MFA program workshops are advanced creative writing workshops in fiction, poetry, creative nonfiction, dramatic writing, and TV/screenwriting. Each workshop entails intensive close reading and critiquing of published or performed work as well as of student manuscripts. Students provide detailed, relevant, informed critiques of peers' work; assess peers' development of manuscripts over time; and locate peers' work within particular aesthetic traditions.

Students are expected to carry a great deal of the discussion load and to adhere to basic principles of manuscript development and revision. Student work is expected to display consistent control over elements of craft in the relevant genre(s) as well as imaginative and creative freshness and authenticity. In addition, students are expected to deploy thoughtful, realistic, and practical approaches to the creative process, such as regular writing and self-teaching habits.

Literature Classes

The goal of the literature component of the MFA program is to consider how literary works come together as a series of authorial choices that take place within specific contexts. While students will enlarge their understanding of theories and methods of textual criticism and interpretation, the focus of the literature component is on reading and writing self-consciously; that is, on developing an awareness of the choices and assumptions that writers and readers make as well as a vocabulary for discussing them.

Thesis Colloquium

The colloquium is a forum in which each student presents ongoing drafts of the MFA thesis to a colloquium of peers who will critique the thesis and offer practical advice. Each thesis, in parts and as a whole, will undergo the workshop process. Additionally, students will analyze the first published work of major figures in their genre. This course is the capstone experience for the MFA students and will serve as a bridge between their university and professional lives. It will require that students produce a substantial manuscript with the potential to become the first major work of each student's professional career.

Thesis Independent Study

One-on-one Mentoring during the final academic year. In the last academic semester, student and Mentor develop an appropriate writing schedule; meet periodically to assess progress; and consider such matters as further required reading or critical writing, as well as the details of revising the thesis.

Practicum Class

This course is designed to help MFA students develop thoughtful as well as practical approaches to the life of the artist and to the creative process. Students will research and prepare notes on course topics. Students will engage in real-world experiences in the literary community of New York (e.g., internships, service, public-program attendance), and record and reflect on their experiences. Through conversations with various members of the arts community, students can make professional connections with mentors, publishers, producers, and granting institutions. Students will learn how to identify and pursue career paths available to creative writers by considering job opportunities, networking, mentoring, and long-term career management.

Literary Citizenship

It's not your grandfather's literary community. Today's writer cannot subsist isolated at her/his desk but rather is a creative professional who actively supports free expression and the culture of reading, writing, and circulation of creative work across genres and media. A central goal of the Adelphi MFA, therefore, is to develop the habits of vibrant literary citizenship in its students.

We expect each student to participate in and to promote MFA-sponsored readings, events, and online sites, to become familiar with print and online literary magazines and forums, and to take advantage of the unparalleled opportunities of the New York literary scene, including literary festivals, author readings, lectures, and performances.

The Adelphi MFA is proud to sponsor the online community Village of Crickets, and we expect students to follow and contribute to the Village of Crickets website and Village of Crickets on Facebook, as well as to the Adelphi Creative Writing MFA Facebook page.

Requirements for Satisfactory Progress

Students are required to achieve a grade of *B* or better in all courses.

(For additional grade requirements regarding eligibility to enroll in the Thesis Colloquium, please see the Eligibility section on page 22.)

A grade of *C, D*, or *F* in any course is grounds for dismissal from the program.

Courses in which a student receives a grade of *B-* may be repeated once and students must achieve a grade of *B* or better.

Students who have not achieved a grade of *B* or better are prohibited from registering for any other courses until they repeat the course* and receive a grade of *B* or better.

Students who have repeated a course* and failed to achieve a grade of *B* or better will be dismissed from the program.

Students who have successfully repeated one course will not be permitted to repeat a second course in which they failed to achieve a grade of *B* or better.

Time Limitation

Students must complete all requirements of the program within five years of their first registration. If a student does not complete the program within the stipulated limits, he or she will be terminated unless granted a written extension by the Director with a specific date for completing the program.

An approved leave of absence does not extend the time limitations.

> * If the course is a workshop, any workshop in the same genre will count as a repeated course.

> * If the course is a literature course, any literature course offered by the MFA program will count as a repeated course.

Academic Evaluation Criteria

The following aspects of academic performance are among those evaluated by the faculty:

- Consistent and timely class attendance
- Performance on tests and exams
- The quality of written assignments
- The quality of contributions to class discussion

Grading

Grades are one component of evaluation. Most courses use letter grades.

Course instructors determine their own course requirements and grade students accordingly.

Letter Grade Quantitative Value; Qualitative Value

A	4.0	Excellent
A-	3.7	Good; exceeds minimum graduate standards
B+	3.3	Performance meets minimum graduate standards
B	3.0	Performance below minimum graduate standards
B-	2.7	Performance significantly below minimum graduate standards
C+	2.3	Unacceptable performance
C	2.0	Unacceptable performance
C-	1.7	Unacceptable performance
F	0.0	Unacceptable performance

Grades of *B*, *B-* or lower indicate that the student has not performed at the level expected for graduate study. Two or more grades of *B* or lower will result in the student being reviewed for possible academic probation.

If the student receives a grade of *B-*, *C+*, *C*, *C-* or *F*, he or she must retake the course, and is prohibited from registering for any other courses until he or she repeats the course and receives a grade of *B* or better.

Incomplete policy

Students who have two or more outstanding "Incompletes" may not take more than 6 credits until the "Incomplete" is satisfactorily completed. Students have two semesters, from the date of the "Incomplete," to satisfactorily complete all course work. If the course work is not completed by the deadline, regardless of whether the student is enrolled, the "Incomplete" automatically becomes an F. Failure to do so results in a permanent "Incomplete" being assigned to the course and the student must re-take the course.

Leaves of Absence

Non-Medical Leave

A leave of absence for up to one year can be granted to students in good academic and financial standing, according to University regulations. A request for a leave must be received by the Director of Creative Writing prior to beginning of the semester(s) for which the leave is requested. Students must seek readmission from the Director of Creative Writing

Medical Leave
To secure a medical leave of absence, a student must make a formal request.

The student shall submit letter from a licensed health care provider which contains the following:
- Diagnosis
- Duration of treatment prior to request
- Plans for treatment during period of leave (if appropriate)
- A positive recommendation that the leave is necessary for medical reasons

Adelphi University retains the right to obtain supplemental medical information.

All requests and documentation must be made during the semester for which the leave is requested. Requests for medical leaves will not be considered if student has completed any of his/her courses.

If a student has completed all course work, except for final exams or final projects, a medical leave will not be granted. The grade of "Incomplete" will be issued and the student will be permitted to take the exam or finish the project when the medical issues are resolved.

Requirements to Return from Medical Leave of Absence
The student must request readmission and must submit letter from a licensed health care provider. If possible, the letter should be from the same provider who recommended leave. If that person is unable to provide the letter, a health care professional from the same specialty may provide the letter.

The letter must cite:
- Treatment that has taken place during the leave.
- If needed, treatment plans after return from leave.
- Any recommended restrictions (i.e., reduced credit load).
- Statement that student is medically able to return to school.

Adelphi University retains the right to obtain supplemental medical information

Maintaining graduate student status **when not registered for coursework**

- Any student who is not enrolled in coursework during the Fall or Spring semesters should register for "Continuous Matriculation."
- The payment of the fee for continuous matriculation entitles the student to all the privileges of a registered student.
- Continuous matriculation assures that the student will not be dropped from the program.
- Failure to register for "Continuous Matriculation" in any regular semester in which the student is not enrolled in coursework will result in the student having to re-apply for admission to the graduate program.
- Readmission is not guaranteed. The former student who applies for readmission under this policy is subject to the requirements of the curriculum in effect at the time of application for readmission.

Student Work Opportunities

APPLICATION GUIDELINES

Though we cannot give aid to all students who need it, our intention is to help as many students as we can. Our policy is to distribute our limited resources as widely as possible.

In your application, please tell us which positions you are interested in, ranking them with (1) your first choice, (2) your second, etc. For Positions A – C we ask that you submit additional material to the MFA Program. For Position D, submit an application to the Writing Center (notify MFA Director of your application).

DEADLINE FOR APPLICATIONS
Send applications by email to webb@adelphi.edu

Applications for positions for spring 2018 are due November 15, 2017.
Applications for positions for fall 2018 are due April 25, 2018.

NAME_____

Office Staff Position _____ *(see A)*

Teach Section Of English 109 "Introduction to Creative Writing" _____ *(see B)*

Teach Section Of English 107 "The Art and Craft of Writing" _____ *(see C)*

Work as a Writing Assistant in an English Department Course _____ (see D)

Work as a Teaching Assistant in an English Department Course _____ (see E)

Peer Tutor in Writing Center _____ *(see F)*

Additional funding may also be available to you through federal, state, and other University financial assistance programs. Adelphi University requires all scholarship recipients who are U.S. citizens or permanent residents, to file the Free Application for Federal Student Aid (FAFSA). After these forms have been received and evaluated at Adelphi University, you will receive notification of your complete financial aid package.

Position descriptions

(A) Office Staff Position Two Positions of 10 hours /week, each. ($15/hour)

Program Assistant will assist in the daily operation of the MFA office which includes answering telephone and visitor inquiries; interacting with students, maintaining files; photocopying, coordinating mailings, electronic media, MFA program events and publications.

TO APPLY: Attach your resume and a brief statement indicating any experience you have working in an office, in education or in the non-profit sector (100 words). Also tell us which hours between 8 am and 7 pm, Monday – Thursday you will be available.

(B) Adjunct Faculty Position: English 109 "Introduction to Creative Writing" (Position as primary instructor in 20-student creative writing class; pay is $4,383/term.)

The required course for undergraduate study of creative writing. Some students in the course intend to major in the English Department's Creative Writing track. Others are taking it to satisfy other interests. In this course, students become familiar with creative writing as both a practice and a process, exploring the genres of fiction, poetry, nonfiction, and dramatic writing. Students learn the basic elements of craft through reading and analysis, and ultimately apply those elements towards the creation of their own pieces. The department will guide and support you in your teaching in a number of ways. We will give you the required template for the syllabus and access to our resource file with sample syllabus variations, exercises and classroom ideas.   You will be required to attend a weekly discussion group for faculty teaching English 109. A full-time faculty member will make a formal observation of a class session.

Unless excused by the Director, MFA students must have completed English 638 (Teaching Writing) with a grade of A- or better to teach English 109.

TO APPLY: Submit a single PDF file which includes 1) a cv and 2) a cover letter (about 300 words) indicating why you are interested in teaching English 109 and why you would be a good fit for the course: what experiences, talents and ideas you would bring to the position.

(C) Adjunct Faculty Position: English 107 "The Art and Craft of Writing" (Position as primary instructor in 20-student English composition class; pay is $4, 383/term).

One-semester expository writing course required of all first-year undergraduate students. Much like an Intro to Creative Writing course, English 107 focuses on genres of writing; we ask students to read widely, and they become adept at learning how a new genre works by reverse engineering model essays. Experience teaching this course is invaluable for anyone planning to teach at the college level, or who has an interest in the critical discourses of analytical writing and popular genres like reviews and profiles. All graduate student instructors hired are required to meet weekly with the Coordinator of English 107 for ongoing instruction and support in their teaching.

Unless excused by the Director and the Coordinator of English, MFA students must have completed English 638 (Teaching Writing) with an A- or better to teach English 107.

TO APPLY: Submit a single PDF file which includes 1) a cv and 2) a cover letter (about 300 words) indicating why you are interested in teaching English 107 and why you would be a good fit for the course: what experiences, talents and ideas you would bring to the position.

(D) Writing Assistant in an English Department Course (5 hours per week, 15 weeks, $1,350 per term)

WAs are trained writing tutors who guide students through writing assignments and help them hone their writing process, including generating and developing ideas, working with sources, drafting, citing, and formatting. Was work closely with the professor of record.

TO APPLY: Submit a single PDF file which includes 1) a cv and 2) a cover letter (about 300 words) indicating why you are interested in working as a Writing Assistant and why you would be a good fit for the post: what experiences, talents and ideas you would bring to the position. Satisfactory completion of English 638 is required for employment as a Writing Assistant.

(E) Teaching Assistant in an English Department Course (5 hours per week, 15 weeks, $1,350 per term)

TAs assist faculty by providing research assistance, lesson suggestions and some exam and paper grading.

TO APPLY: Submit a single PDF file which includes 1) a cv and 2) a cover letter (about 300 words) indicating why you are interested in working as a Teaching Assistant and why you would be a good fit for the post: what experiences, talents and ideas you would bring to the position. Be sure to indicate subject areas and courses that particularly interest you. Satisfactory completion of English 638 is required for employment as a Teaching Assistant.

(F) Peer Tutor in the Writing Center

The Writing Center is the hub of writing-related activity at Adelphi University. Our primary purpose is to help students learn to use writing more effectively in all aspects of college life. The Writing Center is designed for any student, of any ability, who wants to improve his or her writing process.

TO APPLY: Contact director, Matthew Lavery. An application is available at http://students.adelphi.edu/writingcenter/ .

Prizes for Students

Details of prizes and the application process will be announced in early spring 2018.

- **DONALD EVERETT AXINN AWARDS IN POETRY AND FICTION**

- **DRAMATIC WRITING AWARDS**

- **THE ROBERT MUROFF AWARD**

AWP Conference and Membership

All enrolled students receive free membership in The Association of Writers and Writing Programs, the professional organization of creative writing programs in the U.S., as well as free registration for the annual conference.

We encourage all students to attend the annual conference. We can pay travel expenses for a limited number of students. Those interested in receiving this assistance should inform the director no later than 15 October. Although we seek to help as many students as possible to attend the AWP conference, priority is given to students in their second year of study, and those directly employed in MFA program administration (e.g. office assistants).

Thesis

Preparing the Thesis

When you start your coursework at Adelphi, you should begin developing and planning your thesis. The thesis represents the culmination of a student's work toward the MFA degree, and consists of the student's best writing, completed and revised during the program. A thesis may consist of work from the writing workshops, but must be developed beyond the workshop product.

The assessment of the quality of a thesis will be the responsibility of the student's Thesis Mentor, Second Reader, and the Program Director, any of whom may reject a thesis or ask the author to make necessary changes and additions. Quality of work is more important than quantity, but to insure that a student's work is represented in both range and depth, minimum length requirements have been set: 100 pages for fiction, nonfiction, and multi-genre theses; 35 pages for poetry theses. (A variation in length may be approved by the student's Mentor and the Director.)

The quality of the work is at a level consistent with that of students receiving the MFA at other outstanding programs, both traditional and low-residency—that is, of publishable or of near-publishable quality. While minimum lengths are prescribed, students may wish the thesis to be of a length consistent with book publication. For example, short-story contests usually require a manuscript of 150 pages minimum; poetry contests for book-length collections often ask for 60 pages. Students may be inspired by the personal goal of writing a thesis that is not only of publishable quality but also close to the usual length for book publication or performance in their fields.

Early in the Thesis Colloquium in the fall of the final year, the student presents a paginated, properly formatted first draft of the thesis, with a table of contents. The work included in the first draft may be almost finished or may be work that needs considerable revision. Typically, significant revision is required on at least some of the thesis. During the Colloquium, the student continues to produce new work. Students may enroll in additional workshops in their thesis genre(s) after consultation with the Director.

The ordering of the material in the thesis should result in a book-like unity. If parts of a novel in progress constitute the thesis, the student should offer a synopsis of sections that are skipped or of the conclusion. The quality of the work in the thesis may not be compromised by the fact that additional material may be necessary.

After completion of the final draft, the student will participate in a Thesis Reading in which students present to the public an excerpt of their theses.

Thesis Format

The final version of the creative thesis manuscript must be error free and presented in the following format:

- Left margin of 2 inches; all other margins 1 inch.
- All thesis text should be double-spaced, including front- and back-matter. Exceptions: Poems within poetry theses may be single-spaced.
- Author's last name and page number should be in upper-right corner of every page. Numbering begins on first page after Approval Page.
- Final copies (including the Approval Page and all optional pages) should be printed on white, minimum 20 lb. bond, high quality paper (25-percent cotton and/or partial rag and/or acid free).
- The thesis should be held together with a spring clip and may not be 3-hole punched or stapled.
- All thesis text, including cover page and abstract, should be printed in the font Times New Roman, 12 point type size.
- To be sure you are using the correct formatting for work in your genre, consult your Mentor or the MFA Office for specific details and sample pages.

Page Order Checklist
___ Title Page (Required)
___ Approval Page (Required)
___ Dedication (Optional)
___ Acknowledgments (Optional)
___ Table of Contents
___ Body of Work

The Director of Creative Writing, in consultation with the Creative Writing Committee, assigns the Thesis Mentor to each student. Students can indicate preferences among faculty, but are not guaranteed first choice.

After approval by Mentor and second reader, the student will submit four copies of the corrected thesis.

Thesis Committee

ELIGIBILITY

Applicants for the thesis must be matriculated students who have completed eighteen credit hours with a 3.0 average. The student must complete two workshops in his/her genre with a grade of "A" or "A-"before beginning the Thesis Colloquium. In certain cases, the grade requirement may be waived by the Director of Creative Writing.

THESIS MENTOR

The Mentor and the student will consult regularly during the final academic year, discussing in detail such matters as further required reading or critical writing, as well as the creative process of drafting and revising the thesis. At the end of the Thesis Colloquium, the student provides the Mentor with a draft manuscript; during the Thesis Independent Study with the thesis Mentor, the student works on a sequence of revisions.

THESIS SECOND READER

The second reader will give a thoughtful response to the thesis as a whole, in the form of a one- to two-page letter. The letter will (1) affirm that the student has met the requirements of the thesis project and (2) offer a general critique of the project.

Thesis and Graduation Timetable and Sample Forms

During the spring before Thesis Colloquium:
Student indicates Mentor Preferences to Director of Creative Writing.

Just before end of the spring semester:
Mentor and Student discuss project (via meeting, phone or email). Before meeting, student should prepare a draft summer reading list. Mentor will suggest additions or required assignments to the reading list. Each pair will also discuss student's goals for end of summer and plan strategies for accomplishing the goal.

During the summer before the final academic year:
Student composes, assembles and prepares a rough draft of thesis.

In fall of final academic year:
Student enrolls in Thesis Colloquium and contacts Thesis Mentor

During registration period for (and no later than second week of) your last semester:
Submit Thesis Independent Study forms to Director of Creative Writing and Registrar

In spring (by mid-March):
Submit Intent to Graduate Form to Registrar (students will receive notice of deadline for filing for graduation from Registrar)

One month prior to end of final semester (13 April):
Submit a final draft to Mentor and Second Reader

One week after final draft of thesis is due (the week of 16 April):
Participate in Thesis Reading

During Graduation Week (normally 15 May):
Second Reader submits critique to student and Mentor.

One week after graduation:
Student delivers four copies of properly formatted thesis with signed approval pages to Department Office. Obtain faculty signatures during final week of classes (no later than May 18).

One month after graduation:
Diploma is sent to student (Pending successful completion of all credits, proper submission of administrative paperwork, and deposit of thesis with department).

ADVISING SCHEDULE:

Unless the Mentor suggests other arrangements, the student and the Mentor should consult regularly during the final academic year.

During the fall, while the student is enrolled in the Thesis Colloquium, they should consult no less than once a month.

During the spring Thesis Independent Study, student will submit work and Mentor will provide written and oral responses to student work and student progress on a regular basis. Typically, this will entail a one-hour meeting every other week.

Students Expecting To Graduate on May 20, 2018

Application for Graduation

All students must apply for graduation. **Please note the requirements below:**

For January graduates, applications must be filed with the Office of the University Registrar on or before the last Friday in September (September 29); for May graduates, on or before the second Friday in October (October 13); for August graduates, on or before the first Friday in June (June 1).

Students that are credit eligible for graduation will receive an alert when they log on to eCampus. They will then have access to the online graduation application at http://ecampus.adelphi.edu/registrar/graduation.php#application which they can submit to start the graduation process.

Important: Students who have completed degree requirements but who have not applied for graduation will not receive a diploma nor will the degree be conferred.

Diplomas will be mailed to graduates approximately six weeks after the degree is conferred.

Request For Thesis Mentor and Second Reader

Deadline: April 20, 2018

Submit request in writing to Director.

Name _____   Adelphi ID#_____

Thesis Genre (s)_____

List the workshops in genre(s) of thesis. (Student must have a 3.0 average in all program courses and a grade of A or A- in genre workshops):

 _____ (faculty member/semester/year/grade)

_____(faculty member/semester/year/grade)

First Choice for Thesis Mentor_____

Second Choice for Thesis Mentor _____

Third Choice for Thesis Mentor _____

First Choice for Second Reader _____

Second Choice for Second Reader _____

Third Choice for Second Reader _____

Signature_____ Date_____

English Department MFA Thesis Independent Study Form

_____   _____   _____

Student   Mentor   Genre(s)

_____

Thesis Title

Thesis Prospectus (100 word description of Thesis Project constructed in consultation with Mentor):

- **On an attached sheet**, please set out your work schedule, indicating draft deadlines, planned meetings and exchanges (email, letter or phone) with your Mentor and a proposed reading list

- In the _Course Summary_ on **Independent Study Contract**, indicate "Independent work completing thesis." In _Evaluation Criteria_ indicate "manuscript (minimum x pages) of high quality that displays a mastery of creative writing skills." x=100 for fiction/nonfiction; 35 for poetry.

_____   _____

Student's signature and date   Mentor's signature and date

_____   _____

Second Reader's signature and date   Chair's signature and date

PLEASE RETURN COMPLETED FORM TO ENGLISH DEPARTMENT (Harvey 216)

Thesis Title Page (SAMPLE: DO NOT PRINT THIS PAGE!)

Leaves of Grass

By

Walt Whitman

A Creative Thesis

Presented to the Faculty

Of

The Department of English

Adelphi University

In partial Fulfillment of the Requirements

For the Degree

Masters of Fine Arts

May 20, 2018

Thesis Approval Page (SAMPLE:
DO NOT PRINT THIS PAGE!)

_____

(Title)

_____

(Student's Full name)

Approved as to style and content by

_____

Thesis Mentor   (Printed Name)   (Signature)   (Date)

_____

Second Reader   (Printed Name)   (Signature)   (Date)

_____

Director of Creative Writing   (Printed Name)   (Signature)   (Date)

_____

Chair of English Department   (Printed Name)   (Signature)   (Date)

Academic Calendar

For quick, easy access to student, faculty, administrative, athletic, and cultural events visit the University Calendar on ecampus.adelphi.edu

Those who need to be absent for religious observances please read "Exam and Assignment Policy." http://ecampus.adelphi.edu/registrar/pdf/examassignment.pdf

Fall 2017	
August 27	Matriculation Day
August 28	Classes Begin
September 2-4	No Classes – Labor Day Weekend
September 11	Last Day to Add a Course
September 25	Last Day to Drop a Course Last Day to Change Course Grading Option Last Day to Add an Independent Study/Internship
October 9	No Classes
October 16	Open Planning Begins for Spring 2016
October 30	Last Day to Withdraw from a Course
November 1	Graduate Priority Registration Begins for Spring 2016
November 6	Undergraduate Priority Registration Begins for Spring 2016
November 22-26	Thanksgiving Break – No Classes
December 5	Make-Up Day (Available to Faculty to Schedule for a Missed Class) - No Regular Classes Held
December 6-11	Regular classes
December 12	Finals Begin
December 18	Finals End - Last Day of Classes - Fall 2015
December 19	Emergency Day - Scheduled by Registrar, if necessary
December 19	Emergency Day - Scheduled by Registrar, if necessary Last Day of Fall 2015 Term

Spring 2017	
January 2	Classes Begin – Intersession 2018
January 15	Martin Luther King, Jr. Day – No Classes
January 22	Classes End – Intersession 2018
January 23	Classes Begin – Spring 2018
February 5	Last Day to Add a Course
February 20	Last Day to Drop a Course Last Day to Change Course Grading Option Last Day to Add an Independent Study/Internship
March 5	Open Planning Begins for Summer and Fall 2018
March 12-18	Spring Break – No Classes
March 20	Priority Registration Begins for Summer 2018
March 27	Last Day to Withdraw from a Course
March 29	Graduate Priority Registration Begins for Fall 2018
April 2	Undergraduate Priority Registration Begins for Fall 2018
April 24	Research Day – No Classes
May 9-11	Make-Up Days (available to Faculty to Schedule for a missed class) – No Regular Classes Held
May 12	Finals Begin
May 18	Finals End; Doctoral Hooding; Last Day of Term
May 20	Commencement

Registration Notes:
The New York State Immunization Law requires all students born after 1956, who are taking six or more credits, to prove immunity to measles, mumps, and rubella. Course registration and attendance at Adelphi University will not be possible without clearance by the Health Services Center (516.877.6000). Students taking six or more credits must complete the Meningococcal Meningitis Response Form and return it to the Adelphi University Health Services Center. Students can complete this form online. Log into C.L.A.S.S. and click on the meningitis link on the menu. See the Health Services Center Web site for more information

Codes of Conduct

Any law that a student would be expected to obey off-campus is automatically a component of Adelphi University's Code of Conduct.

Class Attendance

Students are expected to attend all classes and to wait at least twenty minutes for an instructor who may be delayed. The student is required to provide notice to the faculty member teaching the course of absence from any class in advance of the time at which the course convenes. The type of notification required (written, telephone, e-mail, etc.) is at the discretion of the faculty member. Problems related to time of arrival and attendance will place the student in jeopardy of failing.

Honor Code

The University is an academic community devoted to the pursuit of knowledge.
Fundamental to this pursuit is academic integrity. In joining the Adelphi community I accept the University's Statement of Academic Integrity and pledge to uphold the principles of honesty and civility embodied in it. I will conduct myself in accordance with ideals of truth and honesty and I will forthright oppose actions which would violate these ideals.

The Committee for Academic Honesty

The Committee will have the responsibility to promote an atmosphere of academic honesty, working to educate the entire Adelphi Community.

In the case of infractions of the code of academic honesty, the Committee provides the members to investigate, to mediate, and if ultimately necessary, to constitute a formal Hearing Board.

The highest standards of academic honesty characterize the learning, research, scholarly and creative activities in which members of the Adelphi community are engaged. Dishonest activities include presenting the work of others as one's own, fabricating data, cheating on examinations and sabotaging the work of others. (*Articles of Governance of Adelphi University; Code of Academic Honesty* in Guide to Student Life – Office of Academic Services and Retention, Office of the Provost, Office of the Dean of Students)

Procedures to Handle Violations

The approach to handling reported violations is generally a progressive one. That is, the procedure is designed to allow choices at various stages based on the severity of the charge or facts that emerge from the proceedings. Although the work will normally be done by the Committee, the Provost will have the authority to convene an ad hoc committee to handle charges when the matter is urgent and the standing committee is unable to meet. The detailed procedures outlined on the Adelphi University Committee on Academic Honesty Website.

Any student who observes or suspects a violation is encouraged to report the violation to the appropriate professor, to any member of the Committee for Academic Honesty, or to the Provost's

Office, which will forward the charge to the Committee. A professor who observes or suspects a violation may wish to begin by talking with the accused student or students. As has always been the case, professors have the right and the power to adjust grades on the basis of academic dishonesty. However, whether or not the professor and student agree on the facts or the grade, either may choose to go to the Committee for Academic Honesty. **Note:** Professors are required to report directly to the Provost's Office all instances of academic dishonesty. This particularly includes those cases in which the student and professor resolve the matter without requesting any action from the Committee for Academic Honesty.

Relationships

The members of the Adelphi community place a high value on relationships built on reason, mutual trust, respect, dignity and equality. Harassment of any sort is not tolerated, including such behaviors as violence, intimidation, sexual advances, exploitation and derogatory conduct that reflects bias. In relationships where there is unequal power, such as those between faculty and their students, the person in the position of authority is obligated to avoid potential conflicts of interest, abuse of power, sexual or romantic relationships, or exploitation of any type of those who they supervise, teach, coach or advise. (*Anti-Harassment Policy and Procedures* – Office of Human Resources; *Anti-Violence Policy* – Office of Human Resources; *Policy on Hazing* in Guide to Student Life – office of the Dean of Students)

Confidentiality

The work of many at Adelphi requires knowledge of sensitive, privileged information involving students' academic, psychological or disciplinary records, library borrowing records, salaries of employees and records regarding the University's finances or business planning. Confidentiality by those with such knowledge is essential and contributes to the mutual trust and respect that characterize Adelphi.

Electronic Communication

Information systems are used in accordance with all laws that are not used for commercial purposes or non-University, personal or solicitous activities. Computer programs, electronic mail, voice mail and electronic files are presumed to be private and confidential unless misuse is suspected. Loopholes in security systems should not be used to damage information systems, obtain extra resources or gain access to systems without authorization. (*Acceptable Use Policy* – Office of Information Technology and Resources)

Reference Guide to Existing Documents

Various policy statements, which are found in the following documents, describe standards of conduct that trustees, faculty, administrators, staff and students have determined guide ethical behavior at Adelphi. The University continuously reviews and updates these documents in an effort to match behavior with new realities and maintains current versions of them in electronic format for easy access by all members of the community.

These are available on the Adelphi University Website.

> Articles of Governance of Adelphi University
> Bylaws of the Board of Trustees
> Code of Academic Honesty in Guide to Student Life
> Code of Conduct in Guide to Student Life
> Collective Bargaining Agreements
> Employee Handbook
> Faculty Handbook
> Financial and Administrative Reference Guide
> Guide to Student Life
> Human Subjects Research Policy
> Institutional Animal Care and Use Committee Guidebook
> Office of Information Technology and Resources Acceptable Use Policy

Protocol For Student Complaints Concerning The Actions Of Members Of The Faculty

Members of the Adelphi faculty are expected to meet the highest standards of the academy in all aspects of their professional conduct. These standards derive from many sources, including institutional policies, the rights and reasonable requirements of students, contractual agreements, the laws of the land, and ordinary but irreducible expectations of integrity. Adelphi University is responsible for fully and fairly addressing complaints concerning conduct by faculty while acting in the context of affiliation with the University.

Whenever possible, initial investigation of a written or an oral complaint shall be undertaken by the Dean and/or Chair of the faculty member's unit. In addition, the Provost, Dean or Chair may request the assistance of the Unit Peer Review Committee in an initial investigation. Except for complaints alleging a serious impropriety, informal resolution of a complaint may be achieved at this stage by mutual agreement of the parties. In any case, the Dean and/or Chair shall send a report to of the investigation's findings, including statements of informal resolutions, to the Provost and shall preserve in the Office of the Dean and the Office of the Provost a summary and documentary record of the inquiry.

Whenever warranted by the gravity of a complaint or the ambiguity of events, the Provost shall appoint a Committee of Inquiry, comprising of administrators and faculty, to undertake a further investigation. This Committee shall require that a complaint be made in written form. After

receiving a report from a Committee of Inquiry, the Provost may take disciplinary action in accord with the Collective Bargaining Agreement.

Disputes concerning grades or other academic judgments when not accompanied by allegations of misconduct shall be addressed and, if possible, initially resolved by the Chair and/or Dean without recourse to the forms or conditions of inquiry established above. Resolution by the Chair shall be subject to review by the Dean; resolutions by the Chair and/or Dean shall be subject to review by the Provost.

In the absence of any prior resolution, the Provost may act to resolve the dispute. However, in all cases the academic judgment of the instructor regarding the appropriate grade is final.

In cases involving charges of sexual harassment by a faculty member, the procedures for investigation and disciplinary action shall apply as stated above, except that in usual circumstances the initial complaint shall be made and forwarded in accord with the Policy on Sexual Harassment. However, no compliant shall be invalidated because it has been received by other means.

Useful Information For Students

Adelphi University New Student Handbook
http://academics.adelphi.edu/handbooks/

The Handbook includes Registration/Matriculation Checklist and info on

- Parking/Student ID
- Tech Issues
- Library
- Student Center
- AU Academic Calendar
- Resources for Grad Students
- Financial Information

Creative Writing Office

Harvey 215 is a gathering space for all members of the program. The non-circulating library contains books of particular interest to writers as well as a variety of journals. The computer and printer are for everyone. The bulletin boards are for everyone, too. The room is connected to the campus wireless system.

Mail Boxes

Graduate student mail boxes are located in the MFA Office (Harvey 215). Program announcements and information will be distributed through these boxes. Students are required to check mailboxes carefully each week.

Student E-Mail Accounts Assigned by the University

All students currently registered for classes within the University are assigned an Adelphi Gmail account. All students are **required** to participate in the University's e-mail system and are responsible for information in their e-mail accounts**.** Faculty will only open e-mails received from an Adelphi account. Program announcements and information will be sent directly to the student e-mail address. Students should check their electronic mailboxes daily and respond to letters in a timely fashion.

Creative Writing Commons @ Adelphi, Facebook, Twitter, and Tumblr

Program information, deadlines, calendar, and more are posted in our Facebook group. In addition, we share news via Twitter. Our Twitter handle is @Adelphi_MFA. The Tumblr page (http://creativewritingadelphi.tumblr.com/) serves as our Electronic Newsletter.

AWP

All MFA students are enrolled members of The Association of Writers and Writing Programs. Information about the numerous membership benefits are listed at http://www.awpwriter.org.

School Closings
In the case of inclement weather, the University has hotline numbers that can be called at anytime. They are: Garden City Campus (516) 877-6870, Manhattan Campus (516) 877-6872.

Emergency Notification System
Adelphi has partnered with **Rave Alert**, enabling the University to instantly broadcast urgent messages and deliver instructions to the campus community when necessary. You'll find the **University Mass Notification** link in eCampus under the Services tab.

Computers
Additional computers for students are available for student use throughout Swirbul Library and in the Science Library and the Varick Street (Manhattan) Library.

Copy Machines
Coin-operated copy machines are available for student use throughout Swirbul Library and in the Science Library. Should students have a large project, they may use the Copy Center located at Swirbul Library. No photocopies can be made for students in the English Department Office**.**

C.L.A.S.S.
CLASS is a service that enables students to register for courses and access grades online.
Should you have any questions regarding your e-mail account, CLASS, or Moodle, contact the University Computer Help Desk at (516) 877-3340 or visit the Computer Center Help Desk located in the Swirbul Library.

Financial Aid, Levermore Hall, Lower Level – Ext. 3080
Your resource when you need counseling about financial aid is the Office of Student Financial Services.

Academic Services and Retention
The Office of Academic Services and Retention assists academic units with all student academic transactions initiated by students, such as leaves of absence, withdrawals from courses or the University, and petitions requesting waivers of academic policies.The Office is located in Levermore Hall Room 303, phone extension 3150.

Frequently Used Phone Numbers (516) 877-:

Academic Services, Levermore Hall Room 303	Ext. 3150
Center for Career Development, Post Hall	Ext. 3130
Collections, Levermore Hall Lower Level	Ext. 3080
Office of Commuter Student Affairs, University Center Room 109	Ext. 6667
Health Services Center (Infirmary), Waldo Hall	Ext. 6000
Office of the University Registrar, Levermore Hall Lower Level	Ext. 3300
Security	Ext. 3500
Swirbul Library	Ext. 3570
Student Activities, University Center	Ext. 3603
Division of Student Affairs, University Center Room 106	Ext. 3660

Types of Academic Actions

The possible actions are Warning, Probation, Leave-of-Absence and Dismissal. The nature of each action is summarized below, but it should be emphasized that for every action except Dismissal, the faculty expectation is that the student will address the issues leading to the action, and continue making satisfactory progress in the program.

1. Warning
The mildest of all the formal actions, it is typically chosen when a student is making only marginal progress in some particular area, and the Director of Creative Writing is drawing the student's attention to this area by taking formal action.

2. Probation
This action is taken when the student's overall progress is sufficiently unsatisfactory that unless improvement in specified areas takes place during the current semester, the student's candidacy will be reviewed for termination.

3. Leave of absence
This action may be recommended or mandated for a student who is placed on probation. This action may be taken when the faculty believe that serious issues are at the heart of the problem, and that the student needs to spend time away from the program to address them before returning to complete the program. The faculty may also recommend a leave of absence when a student faces concrete, objective obstacles to continuing, such as illness or family issues.

4. Dismissal
It is highly uncommon for a student to be dismissed from the program. In most cases, a student is dismissed only after first having been placed on probation, and subsequently failing to resolve the issues that led to probation. In effect, the decision reflects the faculty belief that not only has the student failed to address a number of important professional issues, but is simply unable to do so. Dismissal can take place without a student's having previously been placed on probation if an extraordinary breach of conduct has taken place, such as plagiarism or highly inappropriate behavior

Action Procedure
The procedure for taking one of the above actions is as follows:

1) The Director of Creative Writing notifies the advisee in person that the faculty has taken an action. The director then schedules a meeting in person with the advisee, advisor and/or faculty, and discusses the details of the specific action that was taken.

2) Following the individual meeting with the advisee, the director schedules a meeting at which the advisor and advisee will be present, plus at least one of the following administrators: the dean, the associate dean, the chair of the department. The purpose of the meeting is not an appeal, but

an opportunity for the student to respond to the concerns, and hopefully tell the committee how the student intends to address them.

3) After that meeting, the director prepares a formal written statement, summarizing both the specific action taken, and the rationale behind it. This statement must include specific ways the student is expected to address the issues. Copies of the statement are given to the student, the chair, and the dean, and are placed in the student's file.

4) The student prepares a formal written statement which makes it clear that he/she understands the issues. This statement must include a specific plan for addressing the issues, including dates where relevant.

5) When a student is removed from an administrative action that was taken the previous semester, the advisor prepares a formal letter to this effect. Copies of this letter are given to the student, the Program Director, and are placed in the student's file.

Right of Appeal
Students have the right to appeal any action of the faculty. The procedure for appealing an action is as follows:

1) The student must submit a written request to the Dean, providing the rationale for the requested appeal.

2) The Dean assembles a committee of senior faculty members to address the appeal. The student may suggest specific faculty members to the Dean for possible inclusion on the committee.

3) The student presents the appeal to the faculty committee either in writing, in person, or both.

4) The faculty committee considers the appeal and sends its recommendation to the Dean.

5) The Dean receives the faculty committee's recommendation, and then makes the final decision regarding the appeal.

Grievance Procedure
During the time students spend in the MFA Program, it is possible that a conflict may arise between a student and a fellow student, faculty member or staff member.

When a conflict arises, it is most desirable that an attempt be made to resolve the conflict through an informal interaction with that person.

If this is not successful or it is perceived that there is some obstacle to a successful resolution of this conflict, the procedure detailed below is to be followed. The first part of the procedure continues with an informal approach. When that is not successful the procedure becomes more formal:

Step 1. A meeting is scheduled with the Director of Creative Writing to discuss the conflict. It may be decided at that meeting to have another meeting with the other party or parties involved. If this is successful in resolving the conflict, the situation ends.

Step 2. If the preceding step is not successful, a meeting with the Chair of the English Department should be scheduled. Again, a second meeting may be scheduled with the other party and/or parties involved.

Step 3. If the preceding step is not successful, a meeting with the Dean (or Assistant or Associate Dean) of Arts and Sciences is scheduled. Again this may include other parties involved.

Step 4. If the preceding step is not successful, the formal process begins. The student submits a written grievance to the Director of Creative Writing.

This written grievance should include all of the relevant details including a proposed resolution. The Director may call a second meeting with all parties involved or whoever s/he believes is appropriate. In all cases a copy of the written grievance will be given to the persons involved. If this is successful, a written resolution is prepared by the Director and given to all persons. If this is not successful, the Director prepares a report of the meetings and submits this along with the written copy of the grievance to the Dean's Office.

Step 5. If the preceding step is not successful, a meeting with the Dean's Office and the other party and/or parties involved. The Dean will prepare a written resolution of the conflict which will be given to all the persons involved.

Step 6. If the procedure in the last step fails to resolve the conflict, the Dean informs the student about her or his rights to appeal to the higher administration and gives the student a written report of the results of the procedures used to resolve the conflict. The Dean will advise the student about the University grievance procedure and is available to the student for help and direction in following this procedure.

The Student Counseling Center

Any student currently enrolled at Adelphi is eligible for free, private and confidential counseling services. The Student Counseling Center is located on the Garden City campus and is staffed by licensed clinicians trained in social work and clinical psychology and by graduate-level social work interns and doctoral-level psychology externs. It also operates the Peer Counseling Center hotline and walk-in crisis intervention center staffed by students.

The Center provides information and literature and offers:

- individual and group counseling
- crisis intervention
- outreach and consultation
- drug and alcohol education and counseling
- workshops
- referrals to both on-campus and off-campus resources.

The goal of counseling is to help the student better understand thoughts, feelings, and relationships, by looking at patterns of behavior. The counselor's role is to help the student develop effective strategies for coping with whatever is bothering him or her. The counselor should be focused on the student, and not on himself or herself or others.

Students are encouraged to meet with a counselor even if they are not sure that they need counseling: **Student Counseling Center, UC 310, p - 516.877.3646   f - 516.877.3139 http://students.adelphi.edu/sa/scc/**