

Portfolio Timeline

YEAR 1

FALL

The Writer's Life: Each student is introduced to all portfolio elements, completes drafts of some elements (as determined by professor), and receives feedback on those elements from The Writer's Life professor as part of that course.

SPRING

Week 15: By the end of this semester, the student receives their primary advisor and second evaluator assignments.

YEAR 2

FALL

Week 1: By the end of the first week of the semester, the student submits **complete drafts of all written portfolio elements** to their primary advisor and a second evaluator.

Week 15: By the end of the semester, the advisor and second evaluator submit **written feedback on all written portfolio elements** to the student. Copies of the student's portfolio and faculty feedback are retained by the student and the MFA faculty.

SPRING

During the spring semester, the student revises the portfolio based on faculty feedback received in the fall.

YEAR 3

FALL

Week 1: By the end of the first week of the semester, the student submits **revised portfolio documents** to the full MFA faculty. They also submit their **Portfolio Declaration Form** to the program director.

Week 8: By the end of the eighth week of the semester, all MFA faculty review written portfolio documents, assessing whether the student has adequately addressed the feedback received the previous year. Student receives a pass/fail rating on each element.

Week 13: Student has until the thirteenth week of the semester to revise and resubmit any failing elements.

Week 15: The MFA faculty assess any resubmitted elements and report pass/fail on each element. A student with any remaining failed elements fails the portfolio.

SPRING

Week 1: By the end of the first week of the semester, the student coordinates with their advisor and second evaluator to schedule their portfolio oral defenses and submits the **Schedule of Oral Defenses Form** to the program director.

Week 10: By the end of the tenth week of the semester, the student completes their oral defenses with their advisor and secondary evaluator, who report the results to the program director.

Week 14: If the student failed any of their oral defenses, they have until week fourteen to successfully retake and pass those defenses.

Week 15: The program director submits the **Final Portfolio Report** by the end of the semester.