1. The MFA Thesis Project is intended to demonstrate the student’s ability to develop a body of work that reflects his or her research and ideas in integrated media arts, combining creative and technical skill with a strong writing and analytical foundation.

2. After passing the End-of-program Critique, students must obtain an advisor from the full-time IMA MFA faculty.

3. The student must prepare a Thesis Description of ten to twelve pages. The proposal must include a bibliography of no less than 25 books, articles, web sites, films, videos, etc. using the Chicago Manual of Style or MLA Style Sheet formats for bibliographic entries.

4. The Thesis Description must be endorsed by the student’s primary thesis advisor. Signed approval of the Thesis Description must be presented before permission to register for the 3-credit Thesis Project course will be given.

5. The Thesis Description should open with a project title and a detailed description of the subject matter to be explored in the MFA Thesis Project.

6. The Thesis Description should then describe the form or forms that the MFA Thesis Project will take. The structure, intellectual and aesthetic approach, and (where appropriate) the length of the completed project should be clearly articulated.

7. In the Thesis Description, research to be undertaken for the MFA Thesis Project should be described in detail, including the kinds of sources the student plans to use. Where appropriate, the extent to which the research relates to or builds upon an existing body of media work and/or literature should be delineated.

8. The intended audience and/or audiences that the MFA Thesis Project aims to reach should be described in the Thesis Description.

9. A detailed plan for exhibiting, distributing and publicizing the project should be presented in the Thesis Description. The Thesis Description should discuss the extent to which the project is intended to promote public awareness and discussion, and describe plans for achieving this objective.
10. After being approved to register for Thesis Project credits, the student must obtain an **Application for Graduation from the Graduate Degree Audit section of the Registrar**, fill it out from a transcript, have it approved by the graduate program director, and file it with the Graduate Degree Audit section of the Registrar at the beginning of the semester in which he or she will graduate. This document verifies that the student has completed all required course work for the degree and petitions the College for graduation and the MFA degree.

11. The **MFA Thesis Exhibition and Screening** will be scheduled in the last weeks of each semester. Students must take the following steps to progress toward this culminating exhibition and screening:

12. Students must thoroughly discuss their MFA Thesis Project plans with their primary thesis advisor and meet with him or her regularly to discuss the progress of the project. In some instances, more than one semester of work with a faculty advisor may be required before approval to proceed is given. In the case where a faculty advisor feels a student is not ready to show their best work, the student will be advised to defer the project and graduation until the following semester.

13. When advised to do so by the primary thesis advisor, students must obtain two secondary thesis advisors. At least one secondary thesis advisor must be a member of the full time IMA MFA faculty and the other may be a faculty member or an outside expert approved by the primary thesis advisor. These secondary thesis advisors must read the student’s Thesis Description, view work in progress and provide feedback. The secondary thesis advisors must send their approval of the project to the primary thesis advisor. The primary thesis advisor and the two secondary thesis advisors will make up the student’s **Thesis Panel**.

14. Toward the end of the semester, but before the scheduled exhibition and screening, there will be a scheduled **Thesis Panel Review**. The student’s primary and secondary thesis advisors must be given a 10-12 page **Revised Thesis Description** (including bibliography – see item 3 for details) for review and approval at least one week prior to the Thesis Panel Review.

15. If approved to continue by the Thesis Panel, the student will present his or her completed MFA Thesis Project to the primary and secondary thesis advisors at the Thesis Panel Review session. The Thesis Panel will rigorously review the student’s work and then confer and decide to either approve the student to proceed with that semester’s exhibition and screening or advise the student to defer the project and graduation until the following semester.
16. **Students who do not receive approval to proceed with the MFA Thesis Exhibition and Screening must delay until a subsequent semester and will have to pay a maintenance of matriculation fee for the semester in which they will graduate.**

17. If approving the student to proceed to the screening and exhibition, each of the three thesis advisors will sign the **Thesis Project Approval Form.**

18. Prior to the exhibition and screening, the student must submit the following to the IMA MFA program office:
   1. **One original and two copies of the signed Thesis Project Approval Form**
   2. **Three unbound copies of the Revised Thesis Description in a folder or envelope**
   3. **One copy of Revised Thesis Description in a binder**
   4. **Two copies of the work or documentation (on DVD, CD or other pre-approved format)**
   5. **An approximately one paragraph description of the project for the MFA Thesis Exhibition and Screening program**

19. After the MFA Thesis Exhibition and Screening, all the necessary paperwork and documentation will be submitted by the IMA MFA Program to complete the process and approve the student for graduation.