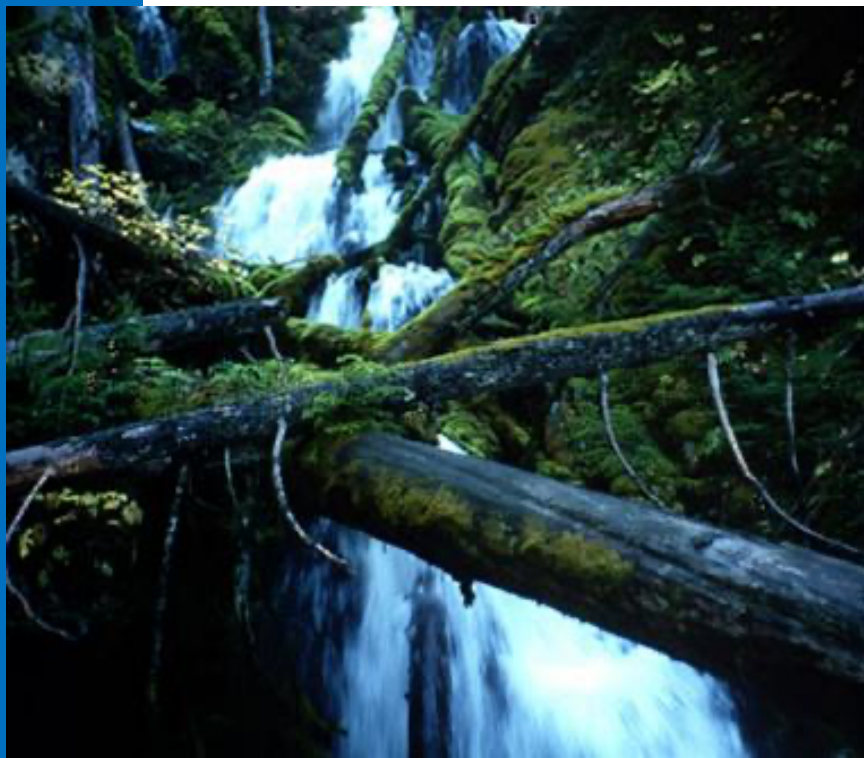




UNIVERSITY OF OREGON

Creative Writing *Program*



Master of Fine Arts
STUDENT HANDBOOK

2023–2024

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Definitions

CAS	College of Arts and Sciences	UO ID	A unique, 9-digit number assigned to everyone (begins with 95x-xx-xxxx)
CRWR	Creative Writing Program	Duck ID	The part of your UO email address that comes before “@uoregon.edu”
TCP	Terminal Creative Project	DuckWeb	UO’s interactive information system for students, faculty, and staff
GE	Graduate Employee		
GTFF	Graduate Teaching Fellows Federation (http://gtff.net/)		

Temporary Program Modifications

Exigent circumstances may arise requiring the University of Oregon and/or the Creative Writing Program to modify operations which may temporarily override elements of this handbook.

THE UO CREATIVE WRITING PROGRAM

The central emphasis of our program is the *act of writing*, undertaken in the context of a community of committed practitioners.

The program structure privileges the writing workshop, recognizing the need for students to spend most of their time writing. The structure emphasizes performance and productivity as the students' primary responsibilities: *half* of the required credits accrued in this two-year MFA program are in the writing workshop. Conference and Terminal Creative Project work account for another quarter of the total credits, and the remaining required credits are satisfied by craft seminars. The faculty has developed craft seminars in fiction and poetry that focus on style, form, and literary tradition. Together, workshops and craft seminars create a program combining literary study with a primary focus on the act of writing.

The workshops are small and have a history of accomplishment, innovation, and quality. Students spend two years writing in a stimulating, intellectual environment while living in an eclectic, supportive community located in a beautiful, natural setting.

Creative Writing is one program/department under the umbrella of Administrative Support Unit (ASU) # 5 within the shared services model of the College of Arts and Sciences (CAS).

ADMINISTRATIVE STAFF

Title	Talk with them about ...
AY23-24 Interim Program Director Lowell Bowditch (Sept-Mar) Mat Johnson (April-June)	<u>CRWR</u> : MFA degree, policies, GE appointments, individual advising, etc.
ASU #5 Graduate Coordinator Emily Cornell	Administrative management of MFA admissions, enrollment, class schedules, program documentation, classrooms, degree audits, etc.
Director of the Kidd Workshops and Pedagogy Mentor Brian Trapp	<u>Kidd</u> : program overview, admissions, anthology, etc., and first-year GE pedagogy support.
Undergraduate Advising Marjorie Celona	Including the minor in creative writing.
MFA Student Representatives	
F: TBA _____	Liaison: MFA students ↔ Program Student questions, suggestions, and concerns for the Program Director.
P: TBA _____	
GTFF Student Representative(s)	
TBA _____	Liaison: MFA Students ↔ GTFF Student questions, suggestions, and concerns for the GTFF.

PROFESSORS AND INSTRUCTORS

Fiction

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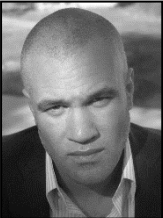
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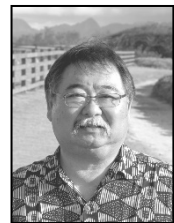
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Celona, Marjorie	F	Associate Professor	211 Alder	6-0540	celona@uoregon.edu
Dickman, Matthew	P	Visiting Professor	Alder		mdickman@uoregon.edu
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Hongo, Garrett	P	Professor	210 Alder	6-0545	gkh@uoregon.edu
Johnson, Mat	F	Professor	207 Alder	6-0547	mrjohns6@uoregon.edu
Trapp, Brian	F	Career Instructor	216 Alder	6-0508	trapp@uoregon.edu
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CHAPTER 1 - GENERAL INFORMATION

Creative Writing Program Resources (“CRWR Intranet”)

The CRWR Intranet supports program faculty and graduate students with answers to many general program questions such as calendared events, deadlines, required forms, annual MFA Student Handbook, etc. Feel free to also reach out to ASU staff with any questions you have: asu5@uoregon.edu.

Residency Requirements

Division of Graduate Studies

Students enrolled in an advanced degree program must attend the UO continuously, except for summers, until all program requirements have been completed, unless on-leave status (maximum of three academic terms) has been approved. Graduate students must register for at least three (3) graduate credits in the term the degree is received.

Creative Writing Program (CRWR)

CRWR requires program GEs maintain their studies in residency at the UO during each term of appointment.

Enrollment

The Division of Graduate Studies requires *full-time* graduate students enroll for 9–16 credits per term. Graduate employees must enroll for at least nine (9) credits per term.

Transfer Credit

CRWR does not accept workshop credit from other schools, and graduate-level literature credit will be accepted at the discretion of the Program Director. Any acceptable transfer credits may only be applied in the student’s second year in the program.

To be considered for transfer credit, a course must have received a grade of B– or better and have been completed no more than seven (7) years before the MFA is completed at the UO (see *Time Limit* below).

Students may request to transfer a *maximum of 15 graduate credits* into their master's degree program. A Request for [Transfer of Graduate Credit Form](#) must be submitted no later than the end of the term prior to completion of the degree. Additional conditions apply and are outlined on the Division of Graduate Studies’ website.

Time Limit

Students must complete all work for the MFA degree within seven (7) years, including transferred credits, exam, and Terminal Creative Project (TCP). Leaves of absence do not affect the 7-year deadline.

Calculating the 7-year deadline

The 7-year deadline is calculated as seven years minus one term. For example: a master's student admitted in Fall 2023 will have a completion deadline of Summer 2030.

Approved transfer credit: the beginning date of the 7-year period will be adjusted to an earlier date to include any graduate credits, approved for transfer into the program, that were taken before the date of admission. For example: a master's student admitted for Fall 2023 who has approved transfer credits taken at a previous university in Fall 2021 will have a completion deadline of Summer 2026.

Summer Enrollment

Second-year CRWR students wishing to enroll in CRWR 609 during the summer (4th term of TCP) must submit a completed Request for Additional TCP Advising form (see **CRWR Intranet**)—signed by their faculty advisor—before Week 5 of Spring Term.

On-Leave Status

MFA students may take a leave of absence, subject to the approval of the Program Director and the Division of Graduate Studies, by registering for on-leave status. Only graduate students in good standing are eligible. Online application forms are available from the Division of Graduate Studies. The form must be filled out and signed by the student, approved by the Program Director, and submitted to the Division of Graduate Studies for approval by the last registration day of the term in question. On-leave status is granted for a specified period that may not exceed three (3) academic terms, excluding summer session. Students with on-leave status are not required to pay fees; however, they must register and pay fees if they will be using UO, faculty, or staff services during the term(s) of leave. Leaves of absence do not affect the 7-year deadline.

CHAPTER 2 - CRWR: MASTER OF FINE ARTS DEGREE

MFA Curriculum & Criteria for Satisfactory Progress

The criteria used to assess satisfactory progress is the same for all CRWR MFA students.

Required Course Work

MFA students must complete a minimum of 36 credit hours per year toward the degree, totaling at least 72 credit hours, in the following categories:

• CRWR 607 Seminar	20
• CRWR 605 Writing & Conference	9
• CRWR 609 Terminal Creative Project (TCP)	9
• CRWR 635/645 MFA Workshops	36
Minimum Total	72

This distribution necessitates that 75% of a student's enrollment be in writing courses and 25% in literature—a standard ratio for the studio credential signified by the MFA degree. Typically, no credit hours in disciplines other than literature and creative writing will apply toward the degree.

MFA students must complete a specified sequence of courses within six (6) academic terms, not including summers. Students may apply for an extension of time to submit their Terminal Creative Project (TCP).

Course Work Summary

Course	Year One			Year Two		
	Fall	Winter	Spring	Fall	Winter	Spring
CRWR 605 Writing and Conference	■	■	■			
CRWR 607 MFA Seminar	■		■	■		■
CRWR 609 Terminal Creative Project (TCP)				■	■	■
CRWR 635 or 645 MFA Workshop	■	■	■	■	■	■
MFA Exam						■
MFA Terminal Creative Project (Final)						■

Courses & MFA Exam Overview

CRWR 605 Writing & Conference

First-year students must take Writing & Conference (CRWR 605)—an intensive, individual tutorial—with an assigned, genre-specific faculty member. Familiarity with faculty during the 605 experiences will help students select their TCP Advisor in Spring term of the first year. Each Writing & Conference course earns three (3) credits, yielding nine (9) credits for the year.

Writing & Conference was created to provide individual mentorship in the first year. Since this course is a tutorial, the curriculum is constructed with a view toward what each professor deems important to the student's writing apprenticeship.

CRWR 607 Seminar

Students must complete four (4) graduate-level literature/craft courses. Most courses used to satisfy this requirement should be Creative Writing Seminars (CRWR 607). The topics of these seminars change term to term.

Most topics appeal to students in specific genres, but Creative Writing MFA students in *either* genre may enroll in any CRWR 607 seminar with instructor approval.

Other *approved* graduate courses (500-level or higher) may be used to satisfy part of the MFA literature requirement. Students must submit a completed Petition to Accept Course to Fulfill MFA Literature Requirement (see **CRWR Intranet**) for the Program Director's approval *before* registration for the relevant term. Petitions should include a syllabus or other published description of the course, written evidence of the instructor's approval, if required, and a brief explanation of how the course will further their artistic goals. The number of credits earned in seminars depends upon the classes taken but should total 18–20 credits.

CRWR 635 or 645 MFA Workshop

Students take the workshop in their specific genre each term. Each workshop earns six (6) credits, yielding 18 credits per year and 36 at the end of two (2) years. (All writing classes must be taken in the Creative Writing Program.)

CRWR 609 Terminal Creative Project (TCP)

Students must take three (3) credits of CRWR 609 TCP each term of their second year, yielding nine (9) credits for the year. (See *Terminal Creative Project Style and Policy Manual*.)

Unless otherwise approved, each candidate must complete a Terminal Creative Project (aka thesis) by spring term of their second year. The thesis (in fiction or poetry) is defined as “a sustained piece of imaginative writing of high literary merit.” An MFA degree from the University of Oregon implies that the work has taken place during the candidate's graduate enrollment and under the supervision of faculty. Revision of earlier work is discouraged, though it may be accepted if there is strong evidence of expansion, refinement, and improvement of literary quality. That all or parts of a thesis have been published or accepted for publication by a journal or anthology is laudable but an entirely separate matter from faculty evaluation.

MFA Exam

Students must pass the formal examination required for the MFA degree. Exams will be taken in spring of the student's second year in CRWR. The exam measures a writer's growth and tests ingenuity and academic knowledge. It can involve, but is not limited to, questions on theory and technique, the history of the genre, and the writer's grasp of the contemporary field.

Registration

It is the student's responsibility to register/change variable credits to meet minimum term registration and/or degree requirements.

Resource: <https://registrar.uoregon.edu/current-students/registering-for-classes>

Penalty

Failure to register properly may:

1. require you to petition the Registrar's Office to add courses or change variable credits,
2. result in monetary penalties,
3. adversely affect your GE appointment (i.e., termination of appointment), or
4. delay receipt of your MFA degree.

Progress

Grades

All general graduate coursework counting toward the MFA degree must be graded. Classes “counting for degree credit” are those courses used to fulfill the MFA course requirements. The decision to take courses that do not fulfill degree requirements should be made by the student in consultation with their Terminal Creative Project Advisor.

CRWR MFA students must maintain a cumulative GPA of 3.5 or higher. The GPA will be computed for course work meeting the requirements of the graduate degree.

To receive degree credit (credit toward the MFA degree) for a required course, it must be passed with a grade of B– or higher.

Incompletes

Students are discouraged from taking incompletes. During the regular school year, the time pressures of the trimester system make it difficult for students to complete coursework from previous terms while also doing their best work in current classes and, typically, teaching a course of their own. Incompletes can delay or even cancel a GE appointment.

As of Fall 2022, students must submit an [Incomplete Request form](#). At any time, a student shall have no more than two (2) incompletes. All incompletes must be completed within one (1) term, including summer session, of when they were taken. *Incompletes that remain on the academic record after a degree has been awarded may not be removed.*

The only courses taken toward the graduate degree on a P/NP basis are TCP courses.

Unsatisfactory Progress toward the Degree

The Program Director will monitor your individual progress. Any student failing to make satisfactory progress toward the MFA degree will receive timely warning and be given specific guidelines by the Program Director, in consultation with relevant faculty, for regaining satisfactory status within a stipulated period:

- **Fall** – If a student’s GPA falls below 3.5 at the conclusion of Fall term, they will receive a letter expressing concern over progress, as well as an invitation to meet with the Program Director to discuss the reasons behind, and possible remedies for, the unsatisfactory performance.
- **Winter** – If the student’s GPA remains below 3.5 at the end of Winter term, they must meet with the Program Director to discuss—and put in writing—changes that need to be made to bring the student’s work up to program standards.
- **Spring** – If, following a meeting with the Program Director after the conclusion of Winter term, the student has failed to regain satisfactory status, the Program Director, in consultation with relevant faculty, may request that the Division of Graduate Studies remove the student from CRWR.

Degree Checklist

By the end of the term you expect to graduate:

- ☐ You will have at least 72 graduate hours on your record.
- ☐ You will have completed at least 62 graduate hours at the University of Oregon.
- ☐ You will have a cumulative GPA of 3.5.
- ☐ You will be registered for at least three (3) credits of CRWR 609 TCP in the term you graduate.
- ☐ Your requirements for the degree will be completed within a 7-year period.

All grade changes, removals of incompletes and transfer work necessary to fulfill the degree requirements must be filed with the Division of Graduate Studies the term *prior* to your graduation term. **CRWR MFA students must be registered for at least three (3) credits of CRWR 609 TCP during the final term** (Graduate Employees must enroll for at least nine (9) credits per term). The following must be completed no less than one (1) term prior to the term of graduation.

- ☐ Petition to remove an incomplete that is older than one year.
- ☐ Request to transfer graduate courses into a degree program.
- ☐ Request to change classification from conditional to regular master's standing. Check the DuckWeb "View General Student Information" menu to view your classification.

Typical Plan — First Year

While the program is flexible and allows students to shape their studies individually, the plan below typifies the pattern for the first year if students intend to apply for a Composition GE appointment in the second year.

What to Take

	Student Credit Hours (SCH) per Term		
	FALL	WINTER	SPRING
CRWR 605 Writing & Conference	3	3	3
CRWR 607 Seminar ¹	5		5
CRWR 635 (Poetry) or 645 (Fiction) MFA Workshop ²	6	6	6
MFA Degree Required SCH ►	14	9	14
CRWR 608 Pedagogy	1	1	1
ENG 613 Composition GE Apprenticeship		1	
ENG 612 Composition GE Training			1
Non-Degree Required SCH ►	1	4	2
TOTAL SCH per Term ►	15	11	16

CRWR 605 Writing & Conference

This 3-credit-hour course should equal approximately 120 student work hours.

Faculty invest a minimum of 7.5 hours for each student's Writing & Conference (excluding email correspondence). Most of that time is spent in one-on-one meetings with the remaining time spent commenting on your work. **Meetings must be scheduled appointments outside regular office hours and should take place on (or within walking distance of) campus.**

You and your professor will complete a [CRWR 605 Writing & Conference Worksheet](#) (a syllabus-like document identifying your specific goals for the term, including assigned readings as well as the type and amount of writing to be submitted) (see [CRWR Intranet](#)). This worksheet should be considered somewhat fluid since there may be revisions as the term proceeds. Both you and your professor will sign the worksheet, and you will submit it to the Graduate Coordinator **no later than the end of Week 2 of the term.**

CRWR 607 Seminar

Other *approved* graduate courses (500-level or higher) from another department or program may be used to satisfy part of the MFA literature requirement. Students must submit a completed [Petition to Accept Course to Fulfill MFA Literature Requirement](#) (see [CRWR Intranet](#)) for the Program Director's approval *before* registration for the relevant term. Petitions should include a syllabus or other published description of the course, written evidence of the instructor's approval, if required, and a brief explanation of how the course will further their artistic goals. The number of credits earned in seminars depends upon the classes taken but should total 18–20 credits.

CRWR 608 Instructor Pedagogy Meetings

Instructors are required to enroll in and attend CRWR 608 Pedagogy meetings. These are graded Pass/No Pass and do not count toward degree credit.

Composition Program GE Opportunity

Students who intend to apply for second-year funding as a GE in the English Department's Composition Program, must take:

¹ Most topics appeal to students in specific genres, but Creative Writing MFA students in either genre may enroll in any CRWR 607 seminar with instructor approval. CRWR seminars are scheduled in Fall and Spring terms (only occasionally in Winter term)

² Students take the workshop in their specific genre each term.

Year 1	Winter Term	ENG 613 (Composition GE Apprenticeship)
	Spring Term	ENG 612 (Composition GE Seminar)

ENG 612 and 613 do not count toward the MFA degree.

MFA Exam Preparation

List

During your first year, both fiction and poetry students will begin compiling a list of about 20-30 books (the number may vary, and the list may include multiple genres as well as criticism, essays, history, etc.). The list should include books that have had a strong influence on your writing and that you feel comfortable discussing critically, as well as books you might read that will challenge you in particular ways. If this sounds vague, it is only testimony to the program's flexibility and concern for individual needs.

Statement

At the discretion of their advisor, poetry students may be required to compose a Statement to be submitted with their lists and should consult their TCP Advisors about the Statement's scope and purpose. No Statement is required for fiction students.

Finalize and Submit

You must consult with your TCP Advisor about the nature of your list and its contents. You must also finalize and submit your list (and, for poetry, Statement if required) *no later than the end of Fall term of year two*, at which time a copy of the approved list and statement must also be handed in to the Graduate Coordinator. Please note that your TCP Advisor may establish a more detailed schedule regarding the list (and, for poetry, Statement), *and may require an earlier final deadline*.

TCP Advisor Selection Process

It is important for you to have had the opportunity to work with each faculty member in your chosen genre (through 605, 607 or 635/645) prior to requesting a TCP Advisor. As a result, you should not request a TCP Advisor prior to Spring term (faculty will not respond to such requests).

During the first four weeks of Spring term, you are required to meet with faculty in your genre to discuss TCP expectations, the nature of the TCP itself, and additional requirements (if any) regarding its completion. Once you have collected the necessary information (including whether a faculty member is willing to work with you), you will then email the Program Director *no later than Friday of Week 5* (Spring term) your first, second, and third choices.

A faculty member's expression of interest in working with a particular student does not constitute an official assignment.

After all requests have been received, the Program Director, in consultation with faculty, will review the requests and adjust, if necessary. While every effort is made to accommodate student requests, doing so may not always be possible since decisions are dependent on, among other factors, faculty leaves and workloads. **Official notifications regarding TCP Advisors will be issued by the Program Director no later than the end of Week 7.**

Upon receipt of official notices, each advisee must submit a Terminal Creative Project Advisor Selection form—signed by the approved TCP Advisor—to the Graduate Coordinator by the *end of Week 9* (Spring term). This is required even if the advisee's TCP Advisor requires an additional contract of their own devising.

Both students and faculty are expected to honor the choice to work together and to follow UO guidelines for good practice in graduate education.

TCP Advisor

Your TCP Advisor evaluates your TCP, offering critiques and suggestions for revision, and approves the final version. To complement the rotating schedule of faculty and visiting faculty members, study with a TCP Advisor is meant to provide consistency. Starting in Spring of your first year:

- poetry students should begin working with their TCP Advisors on their reading lists, MFA statements (if required), and defining the scope and goal of the TCP.
- fiction students should begin working with their TCP Advisors on their reading lists and defining the scope and goal of the TCP.

In unusual circumstances, you may change your TCP Advisor (and your TCP Advisor may also withdraw from their advising commitments) in Fall term of your second year. If a change occurs, you must work with your new TCP Advisor for a minimum of two (2) terms leading up to your official graduation date.

Your TCP Advisor will keep track of your overall progress, but not TCP credits for which you are enrolled. **It is your responsibility to register for the proper number of TCP credits (minimum of 3) each term.** GE's must enroll for at least nine (9) credits per term.

Checklist by Term • Year One

Activities include but are not limited to:

WEEK OF WELCOME		
Monday	Orientation and Course Registration for Fall Term	
Tuesday	Division of Graduate Studies	
Wednesday	GE Day of Teaching	
Thursday	Pedagogy Training Sessions and Reception	
Friday	MFA Q&A and Pedagogy Training Sessions	

Dates and times of specific activities to be determined and distributed under separate cover:

FALL TERM		
Week 2	Submit Syllabi • As Instructor → Course being taught	<input type="checkbox"/>
	Submit Syllabi • As Student → 605 Worksheet	<input type="checkbox"/>
Week 8	Course Registration for Winter Term	<input type="checkbox"/>
	Course Registration for ENG Composition Training	<input type="checkbox"/>

WINTER TERM		
Week 2	Submit Syllabi • As Instructor → Course being taught	<input type="checkbox"/>
	Submit Syllabi • As Student → 605 Worksheet	<input type="checkbox"/>
Week 8	Course Registration for Spring Term	<input type="checkbox"/>
	Course Registration for ENG Composition Training	<input type="checkbox"/>

SPRING TERM		
Week 1	TCP Advisor Selection Process (See TCP Advisor Selection Process section above)	
Week 2	Submit Syllabi • As Instructor → Course being taught	<input type="checkbox"/>
	Submit Syllabi • As Student → 605 Worksheet	<input type="checkbox"/>
	TCP Advisor Selection Process (See TCP Advisor Selection Process section above)	
Week 3	TCP Advisor Selection Process (See TCP Advisor Selection Process section above)	
Week 4	TCP Advisor Selection Process (See TCP Advisor Selection Process section above)	
Week 5	TCP Advisor Selection Process (See TCP Advisor Selection Process section above)	<input type="checkbox"/>
	Starlin Poetry Prize (Poets Only) (See CRWR Intranet for submission guidelines)	
	Logsdon Prize (Fiction MFA students only) (See CRWR Intranet for submission guidelines)	

Typical Plan — Second Year

Continuing MFA students should review this chapter along with the information contained in Chapters 3 (MFA Students Activities) and 4 (GE Appointments and Student Awards).

What to Take

	Student Credit Hours (SCH) per Term		
	FALL	WINTER	SPRING
CRWR 635 (Poetry) or 645 (Fiction) MFA Workshop ³	6	6	6
CRWR 607 Seminar ⁴	5		5
CRWR 609 Terminal Creative Project (TCP)	3	3	3
MFA Degree Required SCH ►	14	9	14
ENG 612 Composition GE Seminar II	1		
Non-Degree Required SCH ►	1		
TOTAL SCH per Term ►	15	9	14
MFA Exam			April
Terminal Creative Project Submission			Late May

Enrollment

You must register for 9–16 credits; at least three (3) credits must be CRWR 609 TCP.

CRWR 607 Seminar

Other *approved* graduate courses (500-level or higher) may be used to satisfy part of the MFA literature requirement. Students must submit a completed [Petition to Accept Course to Fulfill MFA Literature Requirement](#) (see **CRWR Intranet**) for the Program Director's approval *before* registration for the relevant term. Petitions should include a syllabus or other published description of the course, written evidence of the instructor's approval, if required, and a brief explanation of how the course will further their artistic goals. The number of credits earned in seminars depends upon the classes taken but should total 18–20 credits.

MFA Exam

The MFA exam will take place in the beginning of Spring term of your second year. Designated faculty members, in conjunction with the Program Director, administer the exam. You will have an extended weekend (Thursday after workshop–Tuesday noon) to write essays in response to 1–5 questions. The exam will give you two (2) primary challenges to undertake within the context of your reading list:

1. to discuss who you are as a writer and the context in which you see your work; and,
2. to discuss the work you have read critically, with attention to craft, tradition, etc.

The various sections of the exam are graded *High Pass*, *Pass*, *Low Pass* or *Fail*; exceptional exams may be awarded distinction. A failing grade on one or more sections of the exam will result in a retake of the failed section(s). If you pass the retake, you will then be awarded a passing grade for the entire exam. If, however, you receive another failing grade on the retaken section(s), you will not have met this degree requirement and will not receive the MFA degree. **Fiction and poetry results may be announced at different times.**

Important Note: You must continue to teach your own courses and attend regular weekly seminar and workshop meetings during the exam period.

³ Students take the workshop in their specific genre each term.

⁴ Most topics appeal to students in specific genres, but Creative Writing MFA students in either genre may enroll in any CRWR 607 seminar with instructor approval. CRWR seminars are scheduled in Fall and Spring terms (only occasionally in Winter term).

MFA Terminal Creative Project (TCP)

See **CRWR Intranet** for complete instructions and associated forms.

TCPs are 'graded' as Pass/No Pass only.

Students completing a formal TCP, with registration in CRWR 609, must adhere to the formatted guidelines outlined in the *Terminal Creative Project Style and Policy Manual* and submit the TCP and approvals within term deadlines. Plan to meet with the TCP editor early in the term of graduation during posted hours (or connect via email).

The student is responsible for delivering their TCP by the designated deadline (via email). TCPs not in compliance with submission requirements or delivered late (including associated paperwork) will not be accepted. Failure to meet the deadline will result in the requirement to register for three (3) credits of CRWR 609 and to immediately apply to graduate at the end of the following term (i.e., summer). If graduation is delayed until the end of Fall term, the student is responsible for their tuition and fees unless they secure a GE position outside of CRWR.

Filing for Degree

You must file an [Application for Advanced Degree](#) through the Division of Graduate Studies' website by the *end of Week 2* in your graduation term. Once on the website, select:

- CURRENT STUDENTS > Getting Ready to Graduate
- Master's and certificate students (under 1. Apply for your Degree)
 - Pages 1–4: Exit Questionnaire
 - Pages 5–8: Application for Advanced Degree
 - Page 8: Create a login name/password to use to review your application at <https://gradweb.uoregon.edu/main/advdegree/student/loginstudent.asp>

Questions regarding the Application for Advanced Degree should be addressed to the Division of Graduate Studies.

After verifying that all degree requirements have been met, the Graduate Coordinator prepares your Statement of Completion for the Program Director's approval and submission to the Division of Graduate Studies.

Resource: <https://gradweb.uoregon.edu/main/exitquestionnaire/selectTerm.asp>

Graduation

Candidates who have successfully completed all MFA requirements participate in commencement at the end of their second year. All current students are invited to participate in and/or attend MFA graduation activities.

Transcript & Diploma

Your degree will be posted to your transcript approximately 4–6 weeks after the end of the term. Your diploma will be mailed to the permanent address listed on your application to graduate approximately 10 weeks from the end of the term.

Deadlines

See Division of Graduate Studies' website for Masters' Degree Completion Deadlines:

<https://graduatestudies.uoregon.edu/academics/completing-degree/masters-degree-deadlines>.

Checklist by Term • Year Two

Activities include, but are not limited to:

Dates and times of specific activities to be determined and distributed under separate cover:

FALL TERM		
Week 8	Course Registration for Winter Term	<input type="checkbox"/>

WINTER TERM		
Week 2	Request for Additional TCP Advising Beyond Spring Term (if applicable, due by January 15)	<input type="checkbox"/>
Week 8	Course Registration for Spring Term	<input type="checkbox"/>

SPRING TERM		
Week 1	MFA Exam ⁵	<input type="checkbox"/>
Week 2	MFA Exam ⁷ Priority deadline to Apply to Graduate (see Graduate Division website)	<input type="checkbox"/>
Week 3	MFA Exam ⁷	<input type="checkbox"/>
Week 6	Request for Additional TCP Advising (if applicable, submit completed form)	<input type="checkbox"/>
Week 7	Terminal Creative Project • formatting workshop (optional)	
Week 8	Terminal Creative Project • schedule appointment for final review	
Week 9	Terminal Creative Project • attend meeting (earliest period to submit final manuscript)	
Week 10	Terminal Creative Project • attend meeting (final Deadline to submit final manuscript)	<input type="checkbox"/>

⁵ MFA Exam — see page 14 for details; specific dates/times to be determined (only one instance will be selected)

Opportunities Beyond the Second Year

In almost all cases, the MFA degree in CRWR should be completed after two (2) years of residence. CRWR does not provide support beyond the second year; however, students who wish to remain in residence beyond the second year may consider seeking a GE appointment in another unit (e.g., English, Humanities, Women's and Gender Studies, Religious Studies, etc.). A student in this category must:

- **Intent**

Form: [Request for Additional Terminal Creative Project Advising Form](#) (see **CRWR Intranet**).

Deadline: Submit form with advisor signature approval to Program Director and Graduate Coordinator by January 15.

- **Confirmation**

Form: Provide [confirmation](#) of intent to continue by retrieving and completing the lower portion of the original [Request for Additional Terminal Creative Project Advising Form](#).

Deadline: Submit fully completed form to Program Director and Graduate Coordinator by May 15 of Spring Term.

Continuing students are also encouraged, but are not required, to continue taking any/all offered CRWR seminars; however, they may not take additional CRWR workshops.

Note: Students approved to continue for a third year must register each term as follows:

- **With Funding** – at least nine (9) credits (three (3) of which must be CRWR 609 TCP; the others may be of your choosing). A minimum of nine (9) is required to retain a GE position.
- **Without Funding** – a minimum of three (3) credits of CRWR 609 TCP.

See also, Chapter 4 – GE Appointments and Student Awards

UO CREATIVE WRITING PROGRAM

CHAPTER 3 - MFA STUDENT ACTIVITIES

GTFF Representative(s)

Each year, the Graduate Teaching Fellows Federation (GTFF) requires at least one (1) graduate student from each unit to act as the liaison between graduate students and the GTFF office. CRWR graduate students collectively elect the representative(s). The GTFF Representative coordinates all duties and responsibilities directly with the GTFF.

Genre Representatives (Genre Reps)

Second-year students (one from each genre) act as student liaisons between graduate students and CRWR. Duties include, but are not limited to:

- providing support to fellow graduate students, bringing issues to the attention of the Program Director.
- attending faculty meetings for the purpose of making announcements and/or presentations where/when appropriate.
- coordinating (in consultation with ASU5 staff) Reading Series guest “walkers” (accompanying guests to/from various activities).
- organizing student readings associated with CRWR commencement.
- assisting with program Facebook posts.

Although the Program Director may offer suggestions or extend invitations, Genre Reps are determined by collective election among CRWR graduate students. The Program Director will schedule a meeting with Genre Reps at least once each term and/or at any time as may be appropriate.

Live Lit West

Live Lit West (LLW) is a reading series coordinated by CRWR MFA students. One MFA second-year student from each genre serve as co-leaders. Events provide an opportunity for second-year poets and fiction writers to present their work to the local community. Associated events include a first-year student reading and open-mic night.

Students apply to the Lane County Arts Council (typically early Spring term)⁶ for funding to help offset costs associated with room rental, publicity, and refreshments. ASU staff will assist with publicity support (printing of flyers). In addition, if the grant application is denied, CRWR will (if funds are available) cover space rental(s) for LLW events.

MFA Readings and Commencement

Readings by graduating MFA students are scheduled in conjunction with CRWR’s commencement ceremony. Genre Representatives work with first-year students to plan and host the MFA Reading events in coordination with the Program Director and ASU staff.

⁶ In order to meet the Spring submission deadline, students are encouraged to begin working on the application Winter term.

CHAPTER 4 – GE APPOINTMENTS AND STUDENT AWARDS

GE Appointments

Each GE appointment is subject to the guidelines posted by the Division of Graduate Studies. Salary amounts are subject to available funding and structured according to the current Collective Bargaining Agreement.

Academic Year (Fall, Winter, Spring)

First-year CRWR GE appointments include:

- Teaching (Instructor of Record)
 - Introduction to Poetry (one each term) CRWR 230
 - Introduction to Fiction Writing (one each term) CRWR 240
 - Kidd Workshops I, II, III (3-term sequence) CRWR 225, 235/245, 335/345

Actual appointments are based on admitted student applications and determined by CRWR faculty.

Second-year CRWR MFA students, upon satisfactory progress toward the MFA degree and successful completion of ENG 612 and 613 (Composition Training and Teaching Apprenticeship) in their first year, are eligible to receive an appointment teaching Composition in the Department of English.

Program Awards⁷

The Miriam McFall Starlin Poetry Award

The Starlin is awarded to a promising first-year poet between the recipient's first and second year in the program. See **CRWR Intranet** for submission guidelines.

In the event the winner of the Starlin is also selected to teach a summer course, the student will be asked to choose between the two (i.e., may accept one or the other, but not both).

The Richard and Juliette Logsdon Award for Creative Fiction Writing

The Logsdon is awarded to a first-year MFA fiction student for work of exceptional merit. See **CRWR Intranet** for submission guidelines.

Program-Nominated External Awards

Program students, in accordance with eligibility requirements, may submit work for faculty review, selection, and nomination. Although subject to availability, opportunities may include:

- Associate Writing Programs (AWP) Intro Journals Award
- Best New Poets
- Discovered Voices
- Sewanee Writers Conference

CRWR Graduate Travel Allowance

Subject to funding availability, each year CRWR may award a limited number of travel allowances to help defray travel expenses for MFA students who have been accepted into outside programs (e.g., Sewanee Writers Conference, the Bread Loaf Writers' Conference, etc.). Requests are competitive and dependent upon official

⁷ Detailed information regarding CRWR eligibility, submission guidelines, deadlines, selections, and awards are located on the [CRWR website](#) and intranet. Associated funding for each CRWR award is distributed through UO Student Accounts (balances due may be subtracted from the award amount).

acceptance into an appropriate conference or other CRWR approved event that has an appropriate pedagogical component (e.g., *not* the AWP Conference). Attendance must occur before the student completes the MFA. *CRWR Graduate Travel Allowances are subject to available funding.* See **CRWR Intranet** for submission guidelines.

Travel Allowances (up to \$500 each) are in addition to, and separate from, the Graduate Student Research Award funded by the Division of Graduate Studies (see below).

GE Opportunities Outside Creative Writing

Opportunities Beyond the Second Year

See also page 17 regarding associated “Request for Additional Terminal Creative Project Advising” form.

Division of Graduate Studies Fellowships & Awards

Fellowships and Awards: <https://graduatestudies.uoregon.edu/funding/awards#overlay-context>

GE Openings: <https://graduatestudies.uoregon.edu/funding/ge/ge-openings>

Center for the Study of Women in Society Graduate Awards (CSWS)

For graduate students in a range of disciplines whose area of specialization involves research or creative work on women and gender.

Center on Diversity and Community (CoDaC)

These awards support the scholarly work of graduate students throughout the UO. Information about the program and the request for proposals can be found on the CoDaC website.

College of Arts and Sciences (CAS) Scholarships

The College of Arts and Sciences provides a significant number of donor-supported scholarships and fellowships to CAS students—both undergraduate and graduate. These awards are for continuing students only.

Humanities Center Fellowships

The Oregon Humanities Center (OHC) offers support for advanced research with humanistic emphasis. For information regarding these opportunities, contact: OHC at (541) 346-1001.

Contacts

- | | | |
|-----------------------------------|----------------|---|
| • Division of Graduate Studies | (541) 346-2489 | https://graduatestudies.uoregon.edu/funding |
| • Office of Financial Aid | (541) 346-3221 | General scholarships, loans, and financial aid information |
| • Office of International Affairs | (541) 356-3206 | International student funding opportunities |

IMPORTANT RESOURCES

UO Division of Graduate Studies Campus Life

The UO’s main campus in Eugene offers opportunities and resources to enhance and support the research, teaching, learning, work, and life balance of all graduate students.

Resource: <https://graduatestudies.uoregon.edu/campus-life/eugene>

UO Catalog

This section of the UO Catalog explains policies and requirements for the MFA degree.

Resource: https://catalog.uoregon.edu/arts_sciences/creativewriting/#graduatetext

Componere

Componere is the English Department's Composition Program handbook, providing information about the guidelines of the UO, the English Department, and the Composition Program. It outlines UO and English Department resources and offers practical information and advice to teachers.

Resource: Department of English, 118 PLC

General Duties and Responsibilities Statement (GDRS)

The GDRS contains the policies and procedures concerning Graduate Employee (GE) appointments offered by the program. An electronic copy is available on the Division of Graduate Studies' website.

Resource: <https://graduatestudies.uoregon.edu/funding/ge/gdrs>

University of Oregon Policy Library

Highlighted on CRWR course syllabi includes:

- Academic Misconduct
- UO Prevention of Discrimination and Harassment
- Documented Disability
- In Case of Inclement Weather

ADMINISTRATIVE GUIDE

GENERAL INFORMATION

DuckWeb

This is the UO's interactive web application that lets you view:

- class schedule(s) and register for courses
- current address information
- financial accounts (student and employee)
- term grade reports
- unofficial transcripts
- general student information

DuckWeb is generally available 24 hours a day. There are occasional breaks in service when the system is down for routine maintenance, typically Friday evenings from 7pm to 11pm.

Email

CHECK your UO email account regularly. The UO and CRWR conduct official business using the UO email domain pursuant to: *University of Oregon – Policy Statement IV.06.07, Use of Email for Official and Mass Communications*.

In summary, faculty, staff, and students are expected to monitor their UO email account frequently. Individuals must ensure there is sufficient space in their accounts to allow for email to be delivered. Communications may be time-critical; timely responses are to your benefit. Individuals should use UO email accounts for all UO-related email communications.

Getting Around Eugene

Campus Parking

UO Transportation Services is responsible for managing all UO parking lots, using license plate recognition and parking distributed across campus in “zones.” Alder Building is closest to B-West and B-South. Most lots are shared by faculty, staff, and students which means purchasing a permit is equivalent to obtaining a “permit to hunt, not a license to park”—it does not guarantee space will be available. Transportation Services reviews availability and usage – and adjustments are made on a term-by-term basis. Because there are more vehicles than parking spaces, alternative transportation (such as walking, bicycling, or riding the city bus) are encouraged.

Resource: <https://transportation.uoregon.edu/parking>

Bus

The Lane Transit District (LTD) is using the local bus system. As a UO student you may ride LTD buses, including the EmX, free of charge by using the UMO App. EmX runs frequently from campus to downtown Eugene, downtown Springfield, RiverBend hospital, local malls (Valley River and Gateway), and points in between.

Resource: www.ltd.org

Bicycle

UO Transportation Services assists the campus community with bicycle protection. *All* bicycles must be registered, though registration is *free*. In the event of theft or bike lock incident, the department assists in retrieval and lock removal. Bicycle locks are available from UO Transportation Services.

Resource: <https://transportation.uoregon.edu/bike>

PeaceHealth Rides is a network of bike share stations, where users can pick up and drop off publicly available bicycles for one-way trips across the city. These bikes are smart and sharp, with GPS tracking and built-in safety features – so you can roll with confidence on a bicycle built for you.

Resource: <https://www.peacehealthrides.com>

CRWR MFA Student Listserv

From: CRWR MFA Listserv (crwr-mfa@lists.uoregon.edu)
Type: **Interactive exchange between current program faculty and MFA students**
Description: For current program faculty and graduate students interested in exchanging ideas, information, questions, etc., on subjects related to the MFA degree and/or teaching.
Membership:

- Restricted to program faculty and MFA students.
- ASU 5 staff manages subscription to this list (i.e., updates MFA students annually).

Paychecks

Payday is the last working day of each month. Employees may choose direct deposit or pick up their checks at the Payroll Office in Thompson University Center. Arrangements may be made in person at the Payroll Office or via DuckWeb.

Employees who elect direct deposit but do not opt for paperless notice will find a payroll statement in their mailboxes each payday. CRWR does not mail paychecks or pay stubs; mail requests must be made directly through the Payroll Office.

Security

Alder Building is located on the outer edge of campus, so additional security measures are necessary:

- *Do not* prop open exterior doors
- *Do not* share your access code for electronic keypads

Additionally, when not occupying:

- **Individual or Shared Offices**
 - place personal items out of sight
 - close and secure all windows
 - lock door
- **Shared Conference/Seminar Room (111 Alder)**
 - return tables and chairs to large conference table configuration
 - remove trash—do not leave food or drink containers in the room
 - close windows and secure with sill dowels
 - lower/shut blinds and lock door

PROGRAM SPACE, EQUIPMENT, AND NOTICE BOARDS

Workroom & Kitchenette

The workroom is for use by authorized CRWR personnel only (program faculty, staff, and MFA students). See *Coursework/Student Assignments*.

- **Faculty Mailboxes** – Use of mailboxes must follow the policies of UO Mail Services and is restricted to UO-related business.
- **Copy Machine** – For help with copying and/or paper supply, please ask ASU staff.
- **Breakroom** – The breakroom in 105 Alder is available to all CRWR and IRES personnel. Another small kitchenette is located on the third floor. Please be respectful of these shared spaces and others, clean up after yourself, and monitor personal items stored in refrigerators.
- **Recycling** – Designated containers are located both inside and outside Alder Building. Paper/magazine and plastic/metal are located indoors, while cardboard disposal is located just outside the back door along the driveway.

For more info about the UO Zero Waste Program, visit: <http://zerowaste.uoregon.edu/Material.htm>

Bulletin Boards

CRWR requires permission to post materials; unauthorized materials are removed and discarded.

- CRWR Main Boards..... **BLUE** boards in first floor hallway
- News, Calls for Submissions, Fiction/Poetry Boards..... **Cork** boards in first floor hallway
- GTFF Information105 Alder (Breakroom)

Computer Equipment/Access

Each designated CRWR GE workspace is equipped with a working computer. Documents and other personal materials must be stored on an external drive (i.e., do not save documents to the computer's hard drive). Please be mindful of others waiting to use the computer.

CRWR Intranet

CRWR maintains an intranet (accessible by all program faculty, staff and MFA students). The portal includes, but is not limited to Admin Policies & Resources, Teaching Info & Resources, Faculty and MFA Policies & Forms.

Keys • Mailboxes • Lockers

ASU staff manages keys for CRWR offices and shared spaces. All keys are to be returned to ASU staff upon separation from the program. A \$10 fee will be charged to the students' account for each unreturned key.

Mailboxes

Mailboxes are located in the 106 Alder workroom (near back door). Use of mailboxes must follow the policies of UO Mail Services and is restricted to UO-related business.

Lockers

GEs may claim a locker to secure personal items on a first-come, first-served basis. GEs are to provide their own locks.

Resource Library • Alder 104A (Seminar Room)

The Library is open during regular business hours. Contact a staff member to check out materials. The Library contains, but is not limited to, faculty and guest author publications, over 50 years of *Northwest Review* journals, MFA Theses & Terminal Creative Projects, and other reference/resource materials.

ACADEMIC

Auditing in CRWR

CRWR does not permit auditors to register for classes led by GEs during the academic school year (Fall, Winter, and Spring terms); only in faculty-taught courses. Registration requires the course instructor's consent.

Canvas®

Canvas is the UO's online course management system. Every course scheduled at the UO has a designated Canvas site that allows instructors to post all course documents (syllabus, supplemental readings, assignments, etc.) and communicate with students (as a group or individually) via email or through electronic announcements.

Resource: Anytime Workshops → <https://provost.uoregon.edu/anytime-workshops>

Your Class Other than your first-day handouts, all readings, assignments, handouts, and other course materials your students do not purchase at a bookstore or do not have access to in the UO Knight Library should be uploaded to your individual Canvas course site.

Canceled Classes and Office Hours

For absences due to personal illness, injury, medical appointment or procedure, or other disabling medical condition; the illness, injury, medical appointment or procedure, or other disabling condition of a child, spouse/partner, or parent; or bereavement.

- Notification procedure:
- Notify immediate faculty pedagogy mentor and Graduate Coordinator by email as soon as possible. Include any information you have about the likely duration of the absence along with instructions you have given your students related to your absence.
 - Arrange for someone to post a message on the classroom door (do not rely on office staff to be available).
 - Provide notice to students, immediate faculty pedagogy mentor, and Graduate Coordinator of any resulting change to meeting schedule.

Classroom Assignments

Assignments are determined by the Registrar's Office. If there is an issue with your classroom, contact the Program Director and Graduate Coordinator; **do not contact the Registrar's Office directly.**

Confidentiality

We are committed to the privacy and security of our students. The *UO Student Records Policy Summary* outlines established policies to maintain the confidentiality of students' academic records. This policy complies with the Family Educational Rights and Privacy Act (FERPA).

Course Enrollment

Waitlists

During registration periods, all undergraduate courses have wait listing capabilities. If a seat becomes available, the first student on the waitlist will be notified via email with instructions to register within 24 hours. If the student fails to register and/or time expires, the next student on the list will be notified. Waitlists are removed on Wednesday of Week 1 each term.

Class Lists / Attendance

Instructors can access class lists through DuckWeb. Please read the list aloud during the first few class sessions to verify enrollment against attendance.

CRWR has a no-audit policy for the regular academic school year (see *Auditing in CRWR*). Do not allow unregistered students to sit in on the class beyond Week 1.

Mandatory First-Class Attendance Policy

Some CRWR undergraduate courses may carry the Mandatory First-Class Attendance Policy code. Instructor approval to register is not required during open registration periods. CRWR courses with a Mandatory First-Class Attendance Policy marker only require students to contact the instructor of record to obtain approval to register late (after the first day of class).

If a request is submitted and accepted, the instructor should forward the email thread (request and approval) to Graduate Coordinator for processing. Exchanges should be made through UO email accounts and include the student's name; UO ID; course number and title; CRN; and instructor name. Once processed, the student will be notified to register through their DuckWeb account by the last day to add classes as listed in the Class Schedule.

Course Evaluations

The UO uses an online course evaluation system to collect student feedback about courses with an enrollment of five (5) or more. System access (for students completing evaluations, faculty accessing reports, and administrators reviewing results) is available through DuckWeb.

Class Assignments

UO policy states graded assignments cannot be gathered or returned by placing them outside an instructor's office. For reasons of confidentiality:

- Students **can** turn in their work:
 - During class or instructor office hours
 - In the instructor's absence, by sliding it (in an envelope or folder) under the instructor's office door OR, if a GE instructor, in their mailbox located near the back door at the end of the first-floor hallway.
- Students **cannot** drop off or pick up materials from:
 - Container(s) outside your office door

Likewise, grades **cannot** be posted in a way that allows anyone other than the individual student to identify them.

Class assignments are to be held until the end of the following term (summer term assignments are held until the end of fall term). At the end of each term, student work must be confidentially recycled.

Offices and Office Hours

Instructors

All CRWR GEs must hold at least three (3) regularly scheduled office hours. Your office schedule must be posted on your course syllabi and submitted to the ASU no later than the second day of classes. Instructors are expected to adhere to scheduled hours as they are considered "contracted" hours between the instructor, students, and/or advisees.

Workspaces

When possible, GEs sharing office space should coordinate office hours to respect the privacy and workspace of others. Alder rooms 304 and 305 are available for student conferences. Check with ASU staff for scheduling.

UO Grading System

The University grading system includes the following grades and quality points (used in computing grade point averages). Marks of P, N, I, AU, and Y do not count in the GPA computation.

Grade	Quality Points	Explanation
A	4	Excellent
B	3	Good
C	2	Satisfactory
D	1	Inferior
F	0	Unsatisfactory performance, no credit awarded
+	+0.3	With A, B, C, D
–	–0.3	With A, B, C, D (D- not awarded to graduate-level law courses)
P		Satisfactory (C- or above for undergraduate work, B- or above for graduate work)
N		Less than satisfactory performance, no credit awarded (D+ or lower for undergraduate work, C+ or lower for graduate work)
I		Incomplete (lacking <i>minor</i> but essential requirements) (See Incomplete Policy)
AU		Audit, no credit awarded
W		Mark used when student has officially withdrawn
X		Mark used when instructor did not report grade.

Resource: <https://registrar.uoregon.edu/current-students/grading-system>