

## MFA Master's Portfolio Report Draft Receipt Form

**Student Name** \_\_\_\_\_

- a. Perform a **Format Check** on your Portfolio Report prior to April 1st.
- b. Acquire the signatures of your readers for this **Draft Receipt Form** by April 15.
- c. Submit this signed Draft Receipt Form to your Graduate Advisor by April 15. *Create a copy for yourself!*
- d. 1 week prior to Final Review, submit the most recent draft of your Portfolio Report to all members of your Critique Committee and the Graduate Advisor.
- e. Create the official **Signature Page** for your Portfolio Report and bring it to your Final Review.
- f. At the Final Review, have your Portfolio Report reviewers tentatively sign the Report's official Signature Page. Give this signed page to your Report Supervisor, who will keep it for you until the final draft of the report is completed and OK'ed by both readers.
- g. After final OK from both readers: collect the official **Signature Page** from your Portfolio Report Supervisor and submit it with **Statement of Research in Restricted Regions** and **Statement on Research with Human Participants**. (These 2<sup>nd</sup> and 3<sup>rd</sup> forms will be blank) to the Grad School by 3pm on the last day of the semester.
- h. **Upload the PDF** of your Portfolio Report to the Texas Digital Library by 3pm on the last day of the semester.

By signing, you indicate you received a copy of the current draft of the Master's Report of this student by April 15<sup>th</sup>.

### PRINT NAME

### SIGNATURE

<b>Format Check at The Grad School</b>	1. _____ Date _____	_____
<b>Report Supervisor</b>	2. _____ Date _____	_____
<b>Report Reader or Co-Supervisor</b>	3. _____ Date _____	_____
<b>Additional Reader (if any)</b>	4. _____ Date _____	_____
<b>Graduate Advisor</b>	5. _____ Date _____	_____