HANDBOOK FOR THE
STUDIO ART MFA

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update 02/2019
The MFA Program in Studio Art welcomes applicants with an outstanding record of creative activity. We expect that you will have a B.F.A. degree in Art or a cognate discipline such as architecture or design and a sincere commitment to the demands of graduate study. In our program, you can specialize in Community-Based Art Education, Ceramics, Graphic Design, Painting / Drawing, Photography / Digital Imaging, Printmaking and Sculpture Intermedia.

The two-year residential MFA program in studio art is intended for those individuals who are fully committed to their lives as artists through superior creative work, discipline, and self-motivation. You will be expected to demonstrate mature and intelligent conceptualization of your work and a general understanding of the different perspectives in contemporary art. In the program, you will have the opportunity to master techniques and technologies needed to realize your career goals.

The department has a broad range of excellent facilities with specialized equipment. The Art and Sculpture Buildings include a woodshop and tool room, a print shop, spray booths, thermoforming and plastic fabrication, digital imaging and audio computer labs, darkrooms, plaster room, metal fabrication, and foundry rooms, photography lighting studio, ceramic wheel and glaze rooms, and a variety of kilns, including a car kiln. The bookmaking and letterpress studios are located in the adjacent Marriott Library. In the Art Building are located the Alvin Gittins Gallery, a departmental exhibition venue, and the D. Ray Owen Reading Room with its collection of books, magazines on contemporary art, and computers. The Katherine W. Dumke Fine Arts and Architecture division at the Marriott Library is a large art resource, including an extensive collection of artists’ books and a large-format scanner. The campus Utah Museum of Fine Arts is home to art from around the globe with concentrations in Asian, American, and 20th c. / Contemporary Art.

Our graduate students benefit enormously from meeting and working with artists invited to our department as part of the Carmen M. Christensen Visiting Artist / Scholar Lecture Series and the Marva and John Warnock biennial residency program. Faculty selects a slate of individuals annually for their contribution to the visual arts disciplines for these programs. The Warnock Residency program is an important catalyst for dialogue encompassing contemporary issues of art making and scholarship, to allow students interdisciplinary and collaborative access to a mid-career visiting artist. Graduate students are encouraged to register for a semester length class with the Warnock artist.
MFA PROGRAM IN STUDIO

Application Process:
The application to the MFA Program in Studio Art is divided into two parts with one deadline of **January 15**.

**PART 1**

1. The University of Utah has institutionalized an online graduate application process through “Apply Yourself.” Please begin your application process here: Apply Yourself Application Network
   
   [https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantLogin.asp?id=utahgrad](https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantLogin.asp?id=utahgrad)

2. Official TOEFL score for international students as per international graduate’s admission office. Beginning with the Fall 2013 semester, applicants must have a minimum TOELF score of 80 iBT (550pBT) or a minimum IELTS band score of 6.5 or better. (Minimum score requirements are subject to change.)

3. Upload letter of intent and detailed artist statement that addresses the following:
   - Describe current artistic interests, direction of your work, preferred area of study influences and why.
   - Write about any relevant experiences that have prepared you as an artist and describe why this is the right time for you to go to graduate school.
   - Describe your professional goals and how you plan to actively achieve them while in school and after.
   - Describe what you can contribute, initiate, and risk as a member of our community.
   - Why is this program a good fit for you?

Please be aware that the committee most often recommends for admissions those individuals with a studio art background, which normally includes 41 semester undergraduate credits and a minimum of 12 credits in art history (quarter equivalents apply).

4. Application form + applicable fee, official transcripts from each college or university attended (min. GPA 3.0) official TOEFL score.

5. Upload resume that includes your full contact information, your educational background, any honors or awards and / or teaching experience as well as the names of your references and the coursework you did with them.

6. Three (3) letters of recommendation that speak to your creative talent and to your ability to succeed in a rigorous academic program (academic references from former or current professors are preferable to those from employers), sent separately by your evaluators, directly to the Department of Art & Art History. **Deadline January 15.**
PART 2

Graduate Application, Deadline January 15.

Submit MFA Portfolio files via the uBox widget at https://www.art.utah.edu/submit-mfa-portfolio/

Applicants do not need to sign up for a subscription in order to make a submission. Box.utah.edu is a secure, online cloud storage, filesharing, and collaboration software available to all University of Utah students and faculty anywhere on any device. The MFA Portfolio should reflect a strong, self-directed involvement in your intended emphasis and supporting fields.

Drop a zipped folder titled with your first and last name in the Dropbox on the link above, and be sure to include the following:

- 20 jpps images (recommended size, 72 ppi, 1440 pixels at the longest dimension), for sound and video files, one three-minute maximum .mov or mp4 file.

- an image/video information list in a PDF document.

Once you have submitted your Portfolio to the Department of Art & Art History, you can check the status of your submission by contacting info@art.utah.edu or (801)581-8677.

OR

Send a CD/DVD to the MFA Graduate Committee, Department of Art and Art History, 375 So 1530 E. Rm. 161, Salt Lake City, UT 84112-0380, (801) 581-8677, with 20 images in jpeg/jpg format (recommend 100 ppi-1440 pixels for the longest dimension). For sound and video files one three-minutes maximum .mov and/or mp4 file. An image list with image information in a Microsoft Word PDF document must be included. The CD/DVD must open in a Mac OS X platform. The portfolio should reflect a strong, self-directed involvement in your intended emphasis and supporting fields.
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<tr>
<td><strong>Studio Faculty:</strong></td>
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RESIDENCY STATUS
The Graduate School urges students classified as out of state to apply for residency upon completion of 40 hours. Residency status does not affect a graduate student’s eligibility for TA or GA payment; a TA award will convert an out-of-state tuition to in-state rates during Fall and Spring semesters. For the complete Institutional Policy, Residency Determination for Tuition Purposes, revised 2016, see

FINANCIAL AID
The Department of Art and Art History offers some scholarship assistance to incoming students. There are also opportunities for students to serve as graduate assistants or teaching assistants during the two-year program. Graduate students in good standing are eligible to apply for a graduate research fellowship ($12,000 plus tuition) for their second year. You may consult the Graduate School website
http://gradschool.utah.edu/tbp/graduate-fellowship-opportunities/ for further information on this and other financial aid resources. Please also see http://financialaid.utah.edu/ The Graduate School Research Supplemental Travel Award is available to graduate students who will present their creative research at a professional conference. Application is made through the Graduate School up to $500 may be granted, to be matched by department funding. The online form is available through the Graduate School web site
http://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award/

EARLY FACULTY MENTORING
For the first semester of your program, the Director of Graduate Studies will form your initial mentoring committee of three department studio art faculty members, chaired by one of the faculty in your area of specialization. You are required to formalize a permanent Supervisory Committee at the end of the first semester. You may invite the members of your mentoring committee to become your Supervisory Committee with our Request to Form/Change Supervisory Committee form (available online or from the department graduate secretary). The same form is used to request changes to the membership of the committee. More information on the role of the Supervisory Committee follows below.
We strongly recommend that you convene a meeting of your initial mentoring committee within the first few weeks of your first semester. At the first meeting, you and the committee should discuss your background and artistic direction and decide on any remedial coursework. We invite you to take full advantage of the mentoring we offer as you begin your first semester of graduate study.
INDIVIDUAL STUDI O SPACE
The Department attempts to provide to all MFA graduate students an individual studio space in the Art Building. Space is currently at a premium, and you may be required to share or to relinquish your studio if it is insufficiently used. The Director of Graduate Studies reviews studio assignments each August. Students in good standing may retain their studio for the length of the 2-year MFA program.

BUILDING ACCESS AND SHARED FACILITIES
The Art and Sculpture Buildings are wired for security and controlled access. Department staff members code students into the C-cure system (pronounced “secure”) on presentation of a student ID card (available from the University Student Union Bldg.). Graduate students are granted access to exterior doors and several shared shops/labs in the Art and Sculpture Buildings, including a computer lab (169 ART), darkroom (264 ART), print shop (252 ART), dry mount /copy stand / FAB room (160 G ART), woodshop and tool room (184-185 SCULP), plaster room (181 SCULP), kilns (195 SCULP), foundry (182 SCULP), sandblasting booth (180 ART), three spray booths (painting, woodshop, ceramics). Woodshop and sandblasting access is granted after learning safety and equipment operation procedures in a Fall Semester orientation led by the Facilities Supervisor. The Dumke Documentation Studio (053 ART) is installed with cameras, lights, and backdrops to document portable work. The Facilities Supervisor is charged with maintaining specialized machines and equipment (except Dumke and computer labs) and should be informed immediately of theft or damage. Custodial staff does not clean these spaces, so all graduate students are expected to clean up after themselves and store their materials away from public areas. Graduate students have access to the Owen Reading Room (365 ART), a supplement to the Katherine W. Dumke Fine Arts and Architecture Division in the University's Marriott Library. The Reading Room has a collection of books and computers along with subscriptions to current issues of some art and art history periodicals. Checkout of materials in the Reading Room for short periods is restricted to faculty and TAs as instructor of record for a class, excluding archived copies of Graduate Thesis/Project Papers.

REQUIRED COURSEWORK
The Master of Fine Arts degree in Studio Art is composed of 60 semester credit hours of coursework. This includes 26 hours in the primary area of studio art specialization, 9 hours of ART 6810-001 Graduate Seminar, 3 hours of ART 6815-001 Graduate Critique, 10 hours of classes in allied fields, and 6 hours of art history coursework. Three hours of ART 6975-001 Final Project Exhibition & Orals and ART 6975-002 Project Paper & Artist
Presentation is required as preparation for the Final Project Paper, Artist Presentation and the MFA Exhibition. Coursework must be taken for a letter grade (no grade below B- will count for the MFA degree.) In order to graduate a B average must be maintained. Further explanations of the credit requirements follow; see also the “Forms section for semester-by-semester chronology of activity.

Students normally enroll in 12-15 credit hours each Fall and Spring Semester; some graduate students also take courses during the Summer Semester to complete the program in two years. Students are not permitted to register for more than 16 credit hours in any single semester. A schedule of nine hours is considered a full load for master’s and doctoral degree candidates. Requests for exceptions to this policy should be submitted in writing to the dean of The Graduate School by the student’s supervisory committee chair. Students who have been awarded a graduate assistantship or a teaching assistantship are required to register for a minimum of 9 credit hours. The Graduate School’s tuition benefit program for a teaching assistantship or graduate assistantship applies only to the first 12 hours of a student’s course during the academic year; tuition for the remaining hours, as well as full tuition in the Summer Term (out of state tuition may apply), is the obligation of the student; see the TA Handbook.

• Studio Art Specialization
You will complete 26 hours with the faculty in your primary area of specialization. You will enroll in the 6000-level Graduate Project courses as directed studies. Before the semester begins, you must meet with the faculty member you wish to work with and formulate the goals of the class. Your Graduate Study Contract (available on-line or from the department graduate secretary) should include a description of the objectives, an outline of the frequency and scheduling of critiques, and be signed by you and the faculty member before returning it to the department graduate secretary. When you pay the course fee to the department, the graduate secretary will issue you the class number / permission number to enroll in the course. All graduate coursework, except for a few classes such as ART 6810 Graduate Seminar, ART 6815-001 Graduate Critique, and ART 6975-001 & 6975-002 Final Project (3 credits) have variable credits. You and the faculty member will decide on how many credits for the 6000-level Graduate Project in the semester.

• ART 6810 Graduate Seminar & ART 6815-001 Graduate Critique
You must take ART 6810 for a total of 9 hours & ART 6815-001 Graduate Critique for 3 hours. The courses are offered Fall and Spring Semester of the two-year MFA program. The course rotates among full-time faculty who bring a different perspective each time they
teach the class. The class is taught in conceptual issues to practical matters of preparing a teaching portfolio.

- **Allied Studio Credits**
  Allied fields are defined as work outside your particular studio specialization perhaps in another discipline. With the approval of your Supervisory Committee, you may take a graduate course in another department (5000 level or above). Coursework from elsewhere in the University should enrich your studio work or increase your awareness of the arts and humanities.

- **Art History Credits**
  The Art History Program has established ARTH 6000-60005 for the required 6 hours of art history coursework. The art history faculty member uses one of the numbers in conjunction with one of their 4000-level lecture courses. You should consult the online class schedule to find the 4000-level course in which you are interested and request the class number / permission number for the appropriate ARTH 6000-level number from the art history faculty member.

- **Art & Art History Grad Process Journals**
  All studio graduate students have server space for their ongoing research to allow their committee to review ongoing formal and conceptual progress. Your Art & Art History Grad Process Journals/ Blog will remain active for 2 years after graduation.
  [https://grads.art.utah.edu/](https://grads.art.utah.edu/)

- **ART 6975-001 & 6975-002 Final Project: MFA**
  These 3-hour courses give credit for studio work. Final Project Paper research and writing that leads to the MFA Exhibition and Artist Presentation form (available online or from the department graduate secretary). The department chair and Supervisory Committee chair serve as instructors of record and will issue a “T” grade (signifying continuing work) until the final requirements are completed (MFA Exhibition, Final Oral Examination, Final Project paper, Artist Presentation and MFA Exhibition Documentation).

- **Final Oral Examination & Exhibition**
  The oral examination occurs at the time of the MFA Exhibition and is held in the space where the show is installed. You will be asked to discuss your conceptual insight and technical proficiency concerning your own studio work as well as a general professional
awareness of contemporary art. Your must be registered for 3 hours of ART 6975-001 MFA Final Project for the thesis exhibition and Final Oral Examination.

- **Final Project Paper & Artist Presentation**
  In consultation with your Supervisory Committee, you will write a comprehensive essay, approximately 10-20 pages in length, that reveals the state of your creative research. The paper is designed to represent formally the culmination of two years of graduate work. A revised draft should be submitted to your Supervisory Committee before the Final Oral Examination and Artist Presentation as the written presentation counterpart to the MFA Exhibition. An official bound copy will be catalogued in the department Owen Reading Room and the Marriott Library institutional repository and digital archive, and you may purchase additional copies of the bound paper for your own collection. See the Appendix for a fuller description of the contents of the final project paper and the “Final Responsibilities” section in this handbook for the procedure on submission of the final version to the University.
  The Artist Presentation of the Thesis exhibition and Project Paper is a 30-minute verbal public display of your research held in the Art Building room 158. For summer semester graduation, your Artist Presentation should be scheduled before the end of spring semester. You must be registered for 3 hours of ART 6975-002 for your artist presentation and project paper during the semester of the MFA Exhibition.

- **MFA Exhibition Documentation**
  You must document and submit your complete MFA Exhibition in digital format on either a USB Flash Drive or CD / DVD. Twenty or more images will be housed in its Visual Resources Collection maintained by the department visual resources specialist.

**ROLE OF THE SUPERVISORY COMMITTEE**

Your committee is crucial to your graduate program. It is responsible for helping you shape an effective course of study, guiding the installation of the MFA exhibition, administering the Final Oral Examination and Artist Presentation, reading and approving the Final Project paper. The committee serves as your chief advocate of the department, the College of Fine Arts, and to the Graduate School. All first-year students must request a permanent three-member committee at the end of the first semester and no later than the beginning of the second semester. In consultation with the Director of MFA Graduate Studies, you should approach full-time Tenure eligible and Career Line faculty to discover their
willingness and availability to serve. The chair of the committee must be in your area of specialization, and at least one member must be from an area outside your specific discipline. You may consider a faculty member from the Art History Program or from another department as the third committee member, invited because of special expertise in your area of specialization. You will complete a Request to Form / Change Supervisory Committee form (available on-line or from the department graduate secretary) for the signatures of your Supervisory Committee and the Director of MFA Graduate Studies. The graduate secretary will deliver to you a copy of the final approved form.

Upon appointment of the Supervisory Committee, the chair of the committee will convene a planning meeting with you and the members of your committee. At this time, the committee will review your academic performance and progress, advise on the remainder of the coursework, and discuss your artistic direction. You may also at this time petition the Supervisory Committee to recommend acceptance of a maximum of nine semester credit hours of non-matriculated credit, taken no more than three years prior to approval, that is subject to Graduate School conditions. Once your coursework is approved, any changes must receive a unanimous vote by your committee. It is your responsibility to inform your Supervisory Committee chair regularly of your progress through the program.

**MINIMUM REGISTRATION**

By University policy, you must maintain minimum registration (Fall and Spring) of three semester hours per semester until you complete all requirements for the MFA degree, including the semester in which you schedule your MFA Exhibition, Final Oral Examination and Artist Presentation. Summer terms are not included in this requirement. You are not obligated to register for any course after you have defended your final project, but will not graduate until all Department, College, and Graduate School requirements described in this handbook are satisfied. If you do not maintain minimum registration or submit an official Graduate Student Request for Leave of Absence [http://registrar.utah.edu/_pdf/graduate-leave-absence.pdf](http://registrar.utah.edu/_pdf/graduate-leave-absence.pdf) for College of Fine Arts approval, your Supervisory Committee will be terminated and the Graduate School will put you on inactive status. You would need to reapply to the Graduate School Admissions Office to reactivate your file. According to University policy, four consecutive calendar years are the maximum length for completion of MFA degree requirements. Your permanent record is maintained in the College of Fine Arts.
Department of Art and Art History MFA Family Leave Policy
Graduate students have an option to get affordable health insurance coverage through the Graduate School as part of the Tuition Benefit Program. The details of the program can be found at [http://gradschool.utah.edu/tbp/insurance-information/](http://gradschool.utah.edu/tbp/insurance-information/). Students who need time off for care giving can take a period of up to 16 weeks for a Family Leave of absence. Students who experience a medical condition associated with their pregnancy and need accommodations recommended by their medical provider should contact Sherrie Hayashi, Director, Office of Equal Opportunity and Affirmative Action Title IX/ADA/Section 504 Coordinator University of Utah, 135 Park Building 201 South Presidents Circle Salt Lake City, UT 84112, Sherrie.hayashi@utah.edu. The Title IX Coordinator will work with the student, cognizant faculty, and administration, to determine what accommodations are reasonable and effective. The student will be ineligible for financial support and may be required to relinquish individual studio space during the semester of familial leave. Please talk with the Director of MFA Graduate Studies if you wish to apply for Family Leave.

Department of Art & Art History MFA Retention Policy
At the end of both fall and spring semesters of every year, a student Supervisory Committee evaluation/review will result in one of the following actions:

- Positive Supervisory Committee reviews, allowing one to progress on with their graduate studies.
- Counseled Out. If a student’s ongoing work in any area of the curriculum or in consultation with the Supervisory Committee is unacceptable, they will be irrespective of grades received while in the program remain on probation or be advised out of the program as per the decision of the eligible department studio faculty who serve on MFA Committees.

Students must maintain all of the following standards to stay in the MFA Program:

- Candidates for a Masters of Fine Arts Degree are required to maintain a 3.0 or higher GPA (B average or higher). Failure to maintain a 3.0 GPA places that student on Graduate School probation and will trigger an immediate and mandatory review of the student by the Supervisory Committee and the eligible department studio faculty.
who serve on MFA Committees. This review may result in the removal of that student from the MFA Program. Once placed on probation, failures to raise one’s GPA or satisfy other retention requirements in subsequent semesters will result in that student being removed from the MFA Program.

- A grade below B- for any course work taken within the Department will place that student on probation and trigger an immediate and mandatory review by the Supervisory Committee and eligible department studio faculty who serve on MFA Committees, that student will be required to justify their continuance within the program. This review may result in the removal of that student from the MFA Program. Two grades below B- for course work taken within the Department will result in the automatic removal of that student from the MFA Program. A grade below B- in a required graduate course cannot be applied towards a MFA degree and that course will have to be repeated.

- Candidates must receive a grade of CR (credit) for credit/no-credit courses taken in the Department. If a student receives a grade of NC (no-credit), that course will have to be repeated. A NC grade will place that student on probation and trigger an immediate and mandatory Supervisory Committee and eligible department studio faculty who serve on MFA Committees review of that student who will be required to justify their continuance within the program. This review may result in the removal of that student from the MFA Program. Two NC grades for course work taken within the Department will result in the removal of that student from the MFA Program.

- Probationary Review/Comprehensive Exams will be administered by the Supervisory Committee who will review studio and academic work in the Spring Semester at the end of the first year of residency. The results of the review will be presented in a written memorandum (available on-line or from the department graduate secretary) that declares whether the student has permission to apply for candidacy, continue in the second year with recommendations, or must have a second review. Any incomplete course work not satisfied before the probationary review will prevent the removal of probationary status. If the Supervisory Committee decides a second probationary review is required, it will be scheduled one week prior to the beginning of Fall semester to allow sufficient time to produce the work required to lift probation. While registration for summer semester courses is permitted, students will
not be allowed to enroll for the second-year courses until probation is lifted. Because of class schedule deadlines, the action of the second review makes the student ineligible for departmental merit-based scholarship support and Tuition Benefits until they again meet departmental academic standards. Once a student meets departmental academic standards, the student is then considered in good standing though their probation will remain on their record.

**Students Not Removed from Departmental Probation**

Candidates will be informed of their probationary status through a letter from the Department Chair and Director of MFA Graduate Studies. Probationary candidates wishing to continue their program of study in the department will be invited to articulate a justification in writing to be presented formally to their Supervisory Committee, the Department Chair, Director of MFA Graduate Studies and eligible department studio faculty who serve on MFA Committees. After a period of questioning from the faculty, the candidate will be dismissed for the remainder of the faculty deliberation. Candidates will then be notified of the results of the faculty review and any change to their probationary status in a formal letter from the Department Chair, and Director of MFA Graduate Studies.

The focus of the MFA Program is mature, in-depth artistic and scholarly research. Success in completing the Master of Fine Arts degree requires self-directed thought as well as sustained and completed efforts in all coursework and departmental responsibilities. It also requires responsibility, accountability and collegiality in one’s dealing with the faculty, other students and the department at large. If the eligible department studio faculty who serve on MFA Committees agrees at anytime during ongoing study that the candidate’s citizenship is counterproductive to sustaining the collegial dynamics necessary to complete all endeavors and maintain the social fabric that those endeavors require (which include but are not limited to classroom seminars, studio classes, and TA responsibilities) that student will be called in for discussions with the Department Chair, Director of MFA Graduate Studies and any other relevant faculty for the sake of due process. In the case that the student is found at fault and unable or unwilling to implement the correctives discussed and agreed upon in writing from the Department Chair, and Director of MFA Graduate Studies, the candidate may be dismissed from the MFA Program.
**Department of Art and Art History MFA Dismissal Policy**

If a students’ probation is not lifted after the formal Probationary Review/Comprehensive Exams period, and retention policy standards are not sustained, it is the prerogative of the Supervisory Committee and eligible department studio faculty who serve on MFA Committees to terminate the students standing in the program. The dismissal procedure will be:

a. To notify the student in writing, stating the reasons for dismissal, indicating a formal termination date at least 15 days after the date of the letter. A copy of the letter will be sent to the Department Chair, and Director of MFA Graduate Studies.

b. If the student is being paid as a T.A., the department will continue the current T.A. support until the end of the termination semester, contingent on the T.A. duties being carried out conscientiously.

c. Student will vacate the assigned studio in good condition; return all keys to the Art Office room 161 and any departmental equipment at the end of the termination semester.

**Safety and Wellness**

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety [dps.utah.edu](http://dps.utah.edu). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give a call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support for this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at [https://registrar.utah.edu/handbook/campussafety.php](https://registrar.utah.edu/handbook/campussafety.php)

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close. The university has additional excellent resources to promote emotional and physical
wellness, including the Counseling Center [https://counselingcenter.utah.edu](https://counselingcenter.utah.edu), the Wellness Center [https://wellness.utah.edu](https://wellness.utah.edu), and the Women’s Resource Center [https://womenscenter.utah.edu](https://womenscenter.utah.edu). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

**FORMS**

It is your responsibility to complete a series of one-or two-page forms to ensure your progress through the MFA program. Explanations and recommended deadlines of the forms are presented here, along with a checklist to keep you on track. They are put in chronological order in which they should be completed. All forms are available online or from the department graduate secretary, and copies of the forms are added to your permanent file. Sample unofficial copies of the forms are provided to first-year students upon arrival on campus; official copies are generated by the department graduate secretary or online.

**Graduate Information Form**

**Graduate Mentoring Committee**

You should complete the *Graduate Information* form as soon as you arrive on campus. It verifies your mailing address, your educational background, and your anticipated graduation date. Within the first week of the first semester of residency, you will receive a copy of the *Graduate Mentoring Committee* form with a list of assigned faculty members who will advise you on graduate study and prepare you to form a Supervisory Committee.

**MFA Graduate File Checklist**

The *MFA Grad File Checklist* (available on-line or from the department graduate secretary) indicates everything you need to do and when in an effort to keep your program on course during your residency.

**Graduate Study Contract**

You will complete one of the forms for each studio class/graduate study you take. You must obtain the permission of the regular faculty member by planning the objectives of study and the arrangements for periodic review of the studio work. The completed, signed form (available on-line or from the department graduate secretary) and the appropriate course fee must be submitted to the department graduate secretary before you receive a class number / permission number to enroll in the course.
Grad Committee Preference Sheet
You will complete the form (available on-line or from the department graduate secretary) at the end of your first semester to formalize your Supervisory Committee who will guide you through the MFA program. You may invite the members of your first-semester mentoring committee to serve as the Supervisory Committee, or you may invite other regular faculty members to serve. You will arrange with the Supervisory Committee to meet on three different occasions during the subsequent semester, within the first three weeks, midterm and the final two weeks. The committee will make an evaluation of your progress in the program by issuing a pass/fail grade at the end of each semester. Your final Supervisory Committee cannot be changed after the first year probationary period.

Program of Study Worksheet
You complete this preliminary plan for your 60-credit hour course of study at the first meeting of your permanent Supervisory Committee at the end of the Fall Semester or the beginning of the Spring Semester in your first year (available on-line or from the department graduate secretary). The full committee must agree to the sequence of courses and sign the form before returning it to the department graduate secretary.

Finalized Version of Program of Study
You will convene a meeting of your Supervisory Committee at the beginning of your third semester in residency to critique your studio work and discuss the scope, direction, and format of the proposed MFA Exhibition and the Final Project paper. At that meeting, you will complete this formal version of the Program of Study. It should record, in chronological order, all your courses taken to complete degree requirements and the grades earned. All incompletes must be satisfied before graduation, and a cumulative 3.0 GPA is required. The form should be turned into the graduate secretary to verify your online course-tracking schedule. At the same time, you will work with the chair of your Supervisory Committee and the department gallery director to schedule the dates of your MFA Exhibition. If you are unable to complete the required course work or do not have Supervisory Committee approval to graduate in the forth semester you bear the responsibility of notifying the graduate office of the change of your academic plan. You are required to register for three credit hours in the semester of your graduation to defend your final project (Art 6975-001).
Application for Graduate Degree
The Application for Graduate Degree is available online [http://registrar.utah.edu/handbook/graduategraduation.php](http://registrar.utah.edu/handbook/graduategraduation.php) and should be filled out and faxed or delivered to the Graduation Office. The deadlines for Application for Graduate Degree:
Fall Graduation July 1
Spring Graduation November 1
Summer Graduation March 1

Fourth Semester Plan
No form. In the first month of the fourth semester, you will convene a meeting of your Supervisory Committee to finalize the specific content of the MFA Exhibition and to review a first draft of the Final Project paper, in consultation with the committee, you should set the date of the Final Oral Examination and Artist Presentation.

Oral Examination Preparation
You will distribute a final draft of the Final Project paper to each committee member at least one week before the date of the Final Oral Examination and Artist Presentation. The graduate secretary will print out for the chair of the supervisory committee the required copies of the Supervisory Committee Approval and Final Reading form.

Report of the Final Examination for the Masters degree
Final Orals / Comprehensive Examination / Artist Presentation
The form should be obtained online or from the Graduate secretary before your Final Oral Examination. It is completed and signed by the Supervisory Committee at the conclusion of your orals and returned to the department graduate secretary. If your committee recommends changes to the Final Project paper, you must complete these soon after the Oral Examination for final approval by the committee members. Final grades will not be issued for Exhibition and Oral examination #6975-001 until the Supervisory Committee Final Reading Approval is received.

The Supervisory Committee
Final Reading Approval
Supervisory Committee Approval and Final Reading Approval Forms of your project paper (available on-line or from the department graduate secretary) – see below under Final Responsibilities.
**MFA Exhibition Documentation Sign off form**

You will prepare a portfolio of your exhibition including an image of the full gallery space along with images of each piece. The completed documentation form (available on-line or from the department graduate secretary) must be submitted along with 20 digital images saved on a CD / DVD, or USB Flash Drive of high-resolution raw, TIFF, jpg files. For sound and video files save as a .mov or mp4. The University may at times reproduce, publish or broadcast through any media, broadcast and/or digital media including social media, and may be produced for such purposes as the University may deem appropriate, including without limitation, publicity, advertising, trade, art or any other lawful purpose student work. To review copyright regulations, see http://tinyurl.com/uofu-copyright

**Digital Project Paper**

**Marriott Library Publishing Agreement**

A digital record of your Final Project Paper of creative research will be presented to the Marriott Library for housing in the institutional repository and digital archive of the University of Utah. http://www.lib.utah.edu/digital-scholarship/theses.php The Marriott’s digital asset management system allows content to be open access, limited to campus IP’s or CIS login. Save your approved Project Paper in PDF format and/or sound and video files for uploading. Submit a digital copy of your project paper and prepare a portfolio of your exhibition including an image of the full gallery along with images of each piece. The completed documentation form must be submitted to Department of Art & Art History Visual Resources Specialists via CFA Server, Ubox, thumb Drive, or disc with a maximum of twenty high-resolution files along with a completed and signed Documentation Sign Off and Marriott Library Publishing Agreement forms obtained online or from the Graduate secretary. This documentation will be housed in the Department of Art & Art History Visual Resources Collections and at the Marriott Library Institutional Repository of Theses and Dissertations, MFA Final Projects Collection. Information must be included with each of the files for the repository. Students also have the option of the depositing their Project Paper (including video materials) to USpace a institutional repository of the University of Utah http://uspace.utah.edu/index.php This open access archive gives greater visibility to your Project Paper, ensuring that even individuals that don't have access to the University database can still access your work.
FINAL RESPONSIBILITIES
If your draft was not approved as is, submit your final version of your Final Project paper to the chair of your Supervisory Committee for approval.

Print two high-resolution copies of the approved Final Project Paper for binding by the University Bookstore. One bound volume will be catalogued in the Owen Reading Room, and the other volume is yours to keep. For final binding, attach to each copy the completed and signed Supervisory Committee Approval & Final Reading Approval forms. Deliver both copies with the forms and a binding fee of $59 apiece ($118 total) to the University Campus Store. You must order a red cover with white lettering for the copy required by the department. Since pickup and delivery occurs every other Tuesday morning, it is helpful to bring your manuscripts to the Store on Monday afternoon. You may obtain the bound copies two weeks from the Tuesday delivery date.

Deliver one bound copy to the department graduate secretary, who will submit change of grade forms for ART 6975-00. Submit to the graduate secretary the documentation of your MFA Exhibition as described above in the Forms section of the handbook.

The entire process from Final Oral examination to graduation approval by the Graduate School generally lasts six to eight weeks. Please plan accordingly to provide sufficient time before your graduation date (May, August, December)

Studio Checkout Procedures
Graduate Studios must be vacated by July 30th at the end of the second academic year of enrollment. The studios must be cleaned and cleared of all equipment, supplies, furniture, and artworks. If necessary, the walls may need to be painted, with paint supplied by the department. Return all keys that have been assigned to you to room 161.
APPENDIX
The Final Paper must adhere to the guidelines in the Graduate School. 

Handbook for Theses and Dissertations
https://documents.gradschool.utah.edu/thesis-handbook using the templates when possible. 
You are welcome to review previous theses and final project papers already catalogued in the Owen Reading Room. The paper should communicate genuine, searching introspection; it should be insightful and cohesive. The images included should support the main points of your paper. All images must be in color and may be color photocopies, inkjet prints, or color photographs (latter are always dry mounted on acid-free white paper). Please arrange no more than two images per page and make allowances on the left side for the binding.

Accepted order:
Title page (change “Thesis to “Final Project paper”)
Copyright notice (not listed in Table of contents)
Supervisory Committee Approval and Final Reading Approval forms (not listed in Table of contents)
Abstract
Table of contents
List of images
Acknowledgments or Dedication (optional)
Title of Exhibition / Document (use half-title page, all caps)

Introduction
-Chapters –normally, several written pages of thoughtful expression explain in artistic directions and unique problems or ideas encountered:
-Goals, objectives both past and present and relationship to work history of conceptual development sources of imagery process and methodology historical and / or contemporary context for your work poetic or literary counterpoint to your visual work, if applicable technical information about your work, if applicable self-critique.

Conclusion Bibliography (list of works referenced), images sufficient to illustrate the points made in the paper; images may be included in the body of the text.