Department of
ART & ART HISTORY
THE UNIVERSITY OF UTAH

REQUIREMENTS FOR GRADUATION RELEASE
Masters of Fine Arts

1. **Submit 1 or 2 complete copies** of the final project paper for binding (one for the department & one for student).

   - **Place in order**:
     - Title page
     - Copyright page
     - Supervisory Committee Approval form with the original signatures in black ink
     - Final Reading Approval form with the original signatures in black ink
     - Body of the text
     - Appendices – if any

   - **Take complete manuscripts to University Print Services or Schafer Bindery ((801.463.1051) to be bound.** Turnaround time can be up to three weeks.

   - **Return the bound manuscript** to the Grad Coordinator in the Art/Art History Office.

2. **Submit a digital copy of your project paper and high-resolution exhibition and artwork documentation.** Submit a digital copy of your project paper and a portfolio of your exhibition, including an image of the full gallery along with images of each piece. With the portfolio, please submit a completed copy of the MFA Exhibition/Repository Collection Documentation form to the Department of Art & Art History Visual Resources Specialists via a cloud service (Box, Google Drive, Microsoft OneDrive), or USB Drive with a maximum of twenty high-resolution files.

3. **Complete and return** the Marriot Library Publishing Agreement to the Grad Coordinator. 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. The information must be included with each of the files for the repository.

Final grades cannot be processed until the manuscript is bound and returned along with the flash drive or Box folder upload of the Digital Project Paper, MFA Exhibition/Repository Collection Documentation Portfolio, and Release Form forsubmission to the Marriott Library Repository.