



Department of
ART & ART HISTORY

THE UNIVERSITY OF UTAH

HANDBOOK FOR THE
STUDIO ART MFA

DIRECTOR OF MFA GRADUATE STUDIES

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DEPARTMENT OFFICE

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update 04/2021

MFA PROGRAM IN STUDIO

The MFA Program in Studio Art welcomes applicants with an outstanding record of creative activity. We expect you to have a BFA degree in Art or a cognate discipline such as architecture or design and a sincere commitment to graduate study demands. 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 for those fully committed to their lives as artists through superior creative work, discipline, and self-motivation. You will demonstrate a mature and intelligent conceptualization of your work and a general understanding of contemporary art's different perspectives. In the program, you will have the opportunity to master the 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 studio is in the adjacent Marriott Library. Within the Art, Building are the Alvin Gittins Gallery, a departmental exhibition venue, the D. Ray Owen Reading Room/Computer lab, and the Dumke Photography Studio. The Owen lab contains one large format and several smaller format flatbed/negative scanners, three professional tabletop inkjet printers, a copy stand, and a collection of books, magazines on contemporary art, videos, and CD/DVDs. The Dumke Photography and Documentation studio have a professional wireless lighting system, backdrops, large format, medium-format film cameras, and a portable lighting system. The Katherine W. Dumke Fine Arts and Architecture library, part of the Creativity and Innovation Services at the Marriott Library, is an extensive art resource, including a large collection of artists' books and a large-format

scanner. The campus Utah Museum of Fine Arts is home to a worldwide art collection 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 Warnock Visiting Artist in Residence. The faculty selects a slate of individuals annually for their contribution to the disciplines of the visual arts.

Application Process:

The application to the MFA Program in Studio Art is due by **January 15**. It is in two parts, and both need to be submitted on-time.

PART 1:

The University of Utah has institutionalized an online graduate application process through "Apply Yourself." Please click the button to the right to begin your application process.

When filling out the information in Apply Yourself, you will upload the following items.

1. A letter of intent and a detailed artist statement that addresses the following:
 - Describe current artistic interests, the 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 how you will apply those after you graduate.
 - 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 generally includes 41 undergraduate credits and a minimum of 12 credits in art history (quarter equivalents apply).

2. Application form + applicable fee, official transcripts from each college or University attended (min. GPA 3.0), and an official TOEFL score (if required).

An official TOEFL score for international students is required per the international graduate's admission office. In the Fall 2013 semester, applicants must have a minimum TOEFL 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 a resume/CV that includes your complete 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.

4. 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. They will upload their letters through the Apply Yourself website.

Deadline January 15.

PART 2:

SUBMIT MFA PORTFOLIO FILES VIA BOX

Applicants do not need to sign up for a subscription to submit. You will submit the portfolio through the Box upload widget at <https://www.art.utah.edu/programs/graduate/mfa-in-art/mfa-application/>.

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 Box. The folder should include the following:

- Twenty (20) jpg images (recommended size: 72 PPI, no larger than 1800 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 your submission status by contacting info@art.utah.edu or (801) 581-8677.

FACULTY

Tenure Studio Faculty:		
Edward Bateman*	Photo/Digital Imaging	e.bateman@utah.edu
Henry Becker	Graphic Design	henry.becker@utah.edu
Alison Denyer	Painting/Drawing	a.denyer@utah.edu
Justin Diggle*	Printmaking	justin.diggle@utah.edu
Dan Evans	Graphic Design	dan.evans@utah.edu
Michael Hirshon*	Illustration	m.hirshon@utah.edu
Beth Krensky, Ph.D.*	Art Teaching	beth.krensky@utah.edu
Kim Martinez*	Painting/Drawing	kim.martinez@art.utah.edu
John O'Connell	Painting/Drawing	j.oconnell@utah.edu
Carol Sogard*	Graphic Design	c.sogard@utah.edu
Brian Snapp*	Ceramics	b.snapp@utah.edu
Paul Stout	Sculpture/Intermedia	paul.stout@utah.edu
Marnie P Torrey*	Book Arts	marnie.torrey@library.utah.edu
Wendy Wischer*	Sculpture/Intermedia	wendy.wischer@utah.edu
Jaclyn Wright	Photo/Digital Imaging	jaclyn.wright@utah.edu
Xi Zhang	Painting/ Drawing	xi.zhang@utah.edu
Art History Faculty:		
Lela Graybill, Ph.D.	19 th Century	lela.graybill@utah.edu
Jessen Kelly, Ph.D.	Early 20 th Century	jessen.kelly@utah.edu
Winston Kyan, Ph.D.	Asian Art	winston.kyan@utah.edu
Paul (Monty) Paret, Ph.D.	20 th Century	paul.paret@utah.edu
Elena Shtromberg, Ph.D.*	Latin American	e.shtromberg@utah.edu
Sarah Hollenberg, Ph.D.	20 th Century	sarah.hollenberg@utah.edu

Career-Line Studio Faculty:		
Elizabeth Dewitte	Graphic Design	elizabeth.dewitte@utah.edu
Ernie Gentry	Ceramics	u6003625@utah.edu
John Erickson	Painting/Drawing	joe1@utah.edu
Laurel Caryn	Photo/Digital Imaging	laurel.caryn@art.utah.edu
Lewis J. Crawford	Arts Technology	lewis.crawford@utah.edu
Martin Novak	Arts Technology	martin.novak@utah.edu
Maureen Ohara Ure	Painting/Drawing	maureen.oharaure@utah.edu
Simon Blundell	Arts Technology	s.blundell@utah.edu

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 out-of-state tuition to in-state rates. For the complete Code on Utah residency, revised 2002, see www.sa.utah.edu/admiss/appdownload/Residenct.pdf.

FUNDING

The Department of Art & Art History provides students opportunities to serve as teaching assistants during the two-year program. We also offer some scholarship assistance to incoming students who are studying specific artist practices. Graduate students in good standing are eligible to apply for a graduate research fellowship (\$18,900 plus tuition) for their second year. You may consult the Graduate School website (<https://gradschool.utah.edu/graduate-financial-resources/>) for further information on this and other financial aid resources.

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 website.

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 your mentoring committee members to become your Supervisory Committee on our Request to Form/Change Supervisory Committee form (available online or from the department graduate coordinator). 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 the 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 STUDIO 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 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. Students need to have a University ID or U-Card to get access to the building. Graduate students need to obtain their U-Card from the University Student Union Bldg. Once a student has their card, a department staff member can code the card through the C-cure system (pronounced "secure"). Graduate students are granted access to exterior doors and several shared shops/labs in the Art and Sculpture Buildings, including a computer lab (ART 169), darkroom (ART 264), print shop (ART 252), dry

mount /copy stand / FAB room (ART 160G), woodshop and tool room (SCULP 184-185), plaster room (SCULP 181), kilns (SCULP 195), foundry (SCULP 182), sandblasting booth (ART 180), 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 Facilities Supervisor is charged with maintaining specialized machines and equipment (excepting Dumke and computer labs) and should be informed immediately of theft or damage. The 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 (ART 365), 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, videos/CDs/DVDs, and subscriptions to current issues of some art and art history periodicals. Back issues of all periodicals in the Reading Room are housed at Marriott Library. Checkout of materials in the Reading Room for short periods is restricted to faculty and TAs as the instructor of record for a class.

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 Graduate Seminar, 3 hours of ART 6815 Graduate Critique, 10 hours of classes in allied fields, and 6 hours of art history coursework. A minimum of 6 hours of ART 6975 Final Project is required as preparation for the Final Project and the MFA Exhibition. Coursework must be taken for a letter grade (no grade below B- will count for the MFA degree.) A “B” average must be maintained to graduate. Further explanations of the credit requirements follow; see the Forms section for a 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 Term to complete the program in two years. Students who have been awarded a teaching assistantship are required to register for a minimum of 9 credit hours. The Graduate School's Tuition Benefit Program only covers the first 24 credit hours during the academic year. Tuition for the remaining

hours, as well as full tuition in the Summer Term, 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 class's goals. Your Graduate Study Contract (available online or from the department graduate coordinator) 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 coordinator. When you pay the course fee to the Department, the graduate coordinator will issue you the class number/permission number to enroll in the course. Except for a few classes such as ART 6810 Graduate Seminar (3 credits), all graduate coursework has variable credit, generally from 2 – 6. You and the faculty member will decide how many credits for the 6000-level Graduate Project in the semester.

ART 6810 Graduate Seminar & ART 6815 Graduate Critique

You must take ART 6810 for a total of 9 hours & ART 6815 Graduate Critique for 3 hours. The courses are offered Fall and Spring semesters of the two-year MFA program. ART6815 Graduate Critique is normally taught during the Spring semester. The course rotates among full-time faculty who bring a different perspective each time they teach the class. The class is taught from conceptual issues to practical matters of preparing a teaching portfolio.

Allied Studio Credits

Allied fields are defined as work outside your studio specialization, perhaps in another discipline. You need to take a minimum of 10 hours. With the approval of your Supervisory Committee, you may take a graduate course in another department (5000 levels 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 5000-6000 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 you are interested in and request the class number/permission number for the appropriate ARTH 6000-level number from the art history faculty member.

ART 6975 Final Project: MFA

The course gives credit for studio work and research that leads to your Final Project Paper, Artist's Talk, and MFA Exhibition. Students sign up for three hours with the Director of Graduate Studies and three hours with the Department chairperson, who are the instructors of record. The student's graduate committee awards the final grades. A student can sign up for more than six hours if they need them to complete the 60 credit hours necessary to graduate. If the work has not been completed by the end of the semester. In that case, a "T" grade is awarded (signifying continuing thesis work) until the final requirements are completed (Artist's Talk, MFA Exhibition, Final Oral Examination, Final Project paper, and MFA Exhibition Documentation). The student must sign up for at least one hour of ART 6980 until they complete all the required work. As long as a student is still working on their final project, they must be enrolled in one credit hour of study.

Final Oral Examination

The Examination occurs at the MFA Exhibition time 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 studio work, as well as a general professional awareness of contemporary art. You must be registered for a minimum of 3 hours of ART 6975 MFA Final Project during the semester of the MFA Exhibition and Final Oral Examination.

Final Project Paper

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 the formal culmination of two years of graduate work. Before the Final Oral Examination, a revised draft should be submitted to your Supervisory

Committee as the written counterpart to the MFA Exhibition. An official bound copy will be cataloged in the Department Owen Reading Room, and you may purchase additional copies of the bound paper for your collection. See the “Final Responsibilities” section in this handbook to submit the final version.

MFA Exhibition Documentation

You must document your complete MFA Exhibition in a digital format and provide a USB thumb drive or shareable URL with the images. Twenty or more images become the Department's property and will be housed in its Visual Resources Collection.

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 MFA exhibition's installation, administering the Final Oral Examination, reading and approving the Final Project paper. The committee serves as your chief advocate 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 regular faculty to discover their willingness and availability to serve. The committee chair and majority of the members must be tenure-track faculty. The committee chair 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 another department as the third committee member, invited because of special expertise in your specialization area. You will complete a Request to Form / Change Supervisory Committee form (available from the department graduate coordinator) for your Supervisory Committee's signatures and the Director of MFA Graduate Studies. The graduate coordinator will deliver to you a copy of the final approved form.

Upon appointment of the Supervisory Committee, the committee's chair 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 graduate coursework, 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 one semester hour per semester until you complete all MFA degree requirements, including the semester in which you schedule your MFA Exhibition and Final Oral Examination. 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 (www.gradschool.utah.edu/students/forms/leave.pdf) for College of Fine Arts approval, your Supervisory Committee will be terminated, and you will be put on inactive status by the Graduate School. 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 completing MFA degree requirements. Your permanent record is maintained in the College of Fine Arts.

STUDENT INSURANCE

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/>.

SAFETY & 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; 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 of 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>

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>), the Wellness Center (<https://wellness.utah.edu>), and the Women's Resource Center (<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.

UNIVERSITY OF UTAH TITLE IX INFORMATION

The University does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about the application of Title IX and its regulations may be referred to the Title IX, the Department of Education, Office for Civil Rights, etc.

If you or someone you know has experienced sexual misconduct, including sexual harassment, we encourage you to report it to Title IX in the Office of Equal Opportunity and Affirmative Action.

Sherrie Hayashi, Director
Title IX/ADA/Section 504 Coordinator
Office of Equal Opportunity and Affirmative Action (OEO/AA)
201 South Presidents Circle, Rm.135
Salt Lake City, UT, 84112
801-581-8365
801-585-5746 (fax)
oeo@utah.edu
www.oeo.utah.edu
Online reports may be submitted at oeo.utah.edu

For further information, please see:

- <https://www.utah.edu/nondiscrimination/>
- <https://regulations.utah.edu/general/1-012.php>
- <https://regulations.utah.edu/general/1-011.php>

DEPARTMENT OF ART AND ART HISTORY MFA FAMILY LEAVE POLICY

Students who need time off for caregiving can take 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 the Office of Equal Opportunity, Affirmative Action, and Title IX. <https://oeo.utah.edu/>

The OEO office will work with the student, cognizant faculty, and administration to determine reasonable and effective accommodations. 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 consultation with the Supervisory Committee is unacceptable, irrespective of grades received while in the program, will 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, failure 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 an 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. An NC grade will place that student on probation and trigger an immediate and mandatory Supervisory Committee and eligible department studio faculty who serve on the MFA Committee's 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 removing 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 review results will be presented in a written memorandum (available online or from the department graduate coordinator) 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 coursework not satisfied before the probationary review will prevent the removal of probationary status. Suppose the Supervisory Committee decides a second probationary review is required. In that case, it will be scheduled one week before the beginning of the 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 second review's action 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; however, 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 faculty review results 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 and sustained and completed efforts in all coursework and departmental responsibilities. It also requires responsibility, accountability, and collegiality in one's dealings with the faculty, other students, and the Department at large. If the eligible department studio faculty who serve on MFA Committees agrees at any time during the ongoing study that the candidate's comportment 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. If 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

Suppose a students' probation is not lifted after the formal Probationary Review/Comprehensive Exams period, and retention policy standards are not sustained. In that case, 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 dismissal reasons, indicating a formal termination date at least 15 days after the letter's date. A copy of the letter will be sent to the Department Chair and Director of MFA Graduate Studies.

- b. Suppose the student is being paid as a TA. In that case, the Department will continue the current TA support until the end of the termination semester, contingent on the TA duties being carried out conscientiously.
- c. The 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.

REQUIRED FORMS

Completing a series of one-or two-page forms marks 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, save one (Leave of Absence), are available online from the department graduate coordinator, 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 coordinator or online.

GRADUATE INFORMATION SHEET

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 the faculty members who can advise you on graduate study and prepare you to form a Supervisory Committee.

MFA GRADUATE FILE CHECKLIST

You will use this form to help track your progression through the program. The Graduate Coordinator will also maintain a copy with your folder to track your progress through the program.

GRADUATE STUDY CONTRACT

You will complete one of the forms for each studio class you take. You must obtain the regular faculty member's permission by planning the study's objectives and the arrangements for periodic review of the studio work. The completed, signed form and the appropriate course fee must be submitted to the department graduate coordinator before receiving a class number/permission number to enroll in the course.

GRAD COMMITTEE PREFERENCE SHEET

You will complete the form at the end of your first semester to formalize the committee to guide you through the MFA program. You may invite your first-semester mentoring committee members to serve as the Supervisory Committee, or you may invite other regular faculty members to serve.

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. The full committee must agree to the course sequence and sign the form before returning it to the department graduate coordinator.

PROBATIONARY REVIEW / COMPREHENSIVE EXAM (ONE-YEAR REVIEW)

The Supervisory Committee will review your studio and academic work in the Spring Semester with you towards the end of your first year of residency. The review results will be presented to you in a written Memorandum that declares whether you have permission to apply for candidacy, continue in the second year with recommendations, or have a second review. Suppose the committee decides a second probationary review is needed. In that case, it is generally scheduled at the end of the Summer Term to give you sufficient time to produce the work required to lift probation. While you may register for Summer Term Classes, you will not be allowed to enroll for the second year until your status is restored. Because of class schedule deadlines, the second review's action makes you ineligible for a graduate or teaching assistantship until one full semester after probationary status is lifted.

FINALIZATION 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 proposed MFA Exhibition and the Final Project paper's scope, direction, and format. 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. No grade below B- will count towards the MFA degree, and all incompletes must be satisfied before graduation. The form should be turned into the graduate coordinator to verify your online course-tracking schedule. At the same time, you will work with your Supervisory Committee Chair and the department graduate coordinator to schedule your MFA Exhibition dates. If you elect to delay your graduation beyond the fourth semester, you bear the responsibility of notifying the Graduation Office of the change to your academic plan.

FOURTH SEMESTER PLAN

No form. In the first month of the fourth semester, you will convene your Supervisory Committee meeting to finalize the MFA Exhibition's specific content. During the meeting, you will also review a first draft of the Final Project paper in consultation with the committee and set the Final Oral Examination date.

APPLICATION FOR GRADUATE DEGREE

The Application for Graduate Degree is available online through the CIS portal. You will fill this out during the semester you plan to graduate, and it needs to be completed by the specified due dates listed in the form. If you apply after the due date, please follow the instructions to fill out the Late Application form and submit it to the required email address.

ORAL EXAMINATION PREPARATION

No form. You will distribute a draft of the Final Project paper to each committee member at least one week before the Final Oral Examination date. The graduate coordinator will print out for the chair of the supervisory committee the required copies of the Supervisory Committee Approval and Final

FINAL ORALS / COMPREHENSIVE EXAMINATION

The form should be obtained online or from the Graduate Coordinator before your Final Oral Examination. It is completed and signed by the Supervisory Committee after your orals and returned to the department graduate coordinator. If your committee recommends changes to the Final Project paper, you must complete these soon after the oral Examination for the committee members' final approval.

SUPERVISORY COMMITTEE & FINAL READING APPROVAL

Supervisory Committee Approval and Final Reading Approval Forms – 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 space, along with images of each piece. The completed documentation form must be submitted at the same time as a USB drive or shareable URL with high-resolution raw, TIFF, or jpg files. The department retains copyright to the images.

FINAL RESPONSIBILITIES

If your draft was not approved as is, submit your final version of your Final Project paper to your Supervisory Committee chair for approval.

Print two copies of the approved Final Project paper for binding by the University Bookstore. One bound volume will be cataloged in the Owen Reading Room, and the other volume is yours to keep.

Attached to each copy the completed and signed Supervisory Committee Approval & Final Reading Approval forms available online or from the department graduate coordinator. Deliver both copies with the forms and a binding fee 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 occur every other Tuesday morning, it helps 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 coordinator, who will submit the change of grade forms for ART 6975. Submit the documentation of your MFA Exhibition to the graduate coordinator as described above in the handbook's Forms section.

Plan to vacate your studio and return keys to the department office.

The Final Oral Examination process 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)