



Department of Art & Art History

COLLEGE OF FINE ARTS | THE UNIVERSITY OF UTAH

MFA in Studio Art

Graduate Program Handbook

Last Revised: 03/2023

For updates and feedback, contact Lewis J. Crawford, lewis.crawford@utah.edu

Welcome to the Department of Art & Art History

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

The two-year residential MFA program in studio art is for those fully committed to living as artists through superior creative work, discipline, and self-motivation. By the end of the program, you will demonstrate a 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 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, a laser cutter, 3D printers, large format printers, darkrooms, a 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 in the J. Willard Marriott Library is another resource available to our graduate students. The Gittins Gallery, located in the Film and Media Arts building, is the department's primary exhibition venue. The D. Ray Owen Reading Room/Computer Lab, with a collection of books and magazines on contemporary art, negative, large, and small flatbed scanners, Wacom tablets, and professional inkjet printers, is open to graduates 24 hours a day. The Katherine W. Dumke Fine Arts and Architecture library, part of the Creativity & Innovations Services at the J. Willard Marriott Library, is a vast art resource available to all our graduate students. Their services include an extensive collection of artists' books, digital labs, 3D fabrication equipment, and creative studios and spaces. The Utah Museum of Fine Arts is home to worldwide art with concentrations in Asian, American, and 20th Century and 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 Artist in Residency Program. For the Christensen visiting artists, the faculty selects a slate of individuals annually who contribute to their visual arts disciplines. The artists are invited to present an artist's talk, work with classes, and do studio visits with our graduate students. The Marva and John Warnock biennial residency program is an essential catalyst for dialogue encompassing contemporary artmaking issues, pedagogy, interdisciplinary and collaborative work, art in the community, and art as activism. The program aims to expose students to new, innovative, and diverse contemporary art practices while providing an opportunity for trilateral exchange amongst students, faculty, and the public. The artist-in-residence will lead a Master Class during the Spring semester.

Table of Contents

Welcome to the Department of Art & Art History	2
Contact Information.....	7
Department Office	7
Administrative Staff.....	7
Faculty & Leadership Contacts.....	8
Faculty List.....	9
Important Deadlines.....	10
Departmental Deadlines	10
University Deadlines	10
PROGRAM REQUIREMENTS	11
Expected Learning Outcomes.....	11
Admission Requirements & Procedures	11
PART 1	12
PART 2	13
Transfer Credits.....	13
International Students	14
Program Coursework.....	14
Studio Art Specialization.....	14
ART 6810 Graduate Seminar & ART 6180 Graduate Critique	14
Allied Studio Credits	14
Art History Credits	15
ART 6975 Final Project: MFA.....	15
Sample Schedule.....	15
Mandatory Exams and Milestones.....	16
First Year Review	16
Final Project and Defense.....	16
Supervisory Committee Formation.....	16
Committee Chairperson.....	16
Committee Selection.....	16
Required Meetings.....	17
Supervisory Committee Roles.....	17
Changing Committee Chair & Committee Members	18
Final Project Requirements	18

Exhibition and Defense	18
Artist Talk	18
Final Oral Examination.....	18
Final Project Paper	18
MFA Exhibition Documentation	19
Applying for Graduation	19
Expectations for Participation.....	19
Warnock Artist-in-Residence Class.....	19
Visiting Artists	20
Open Studio Event	20
Interim Show	20
MFA Studio Arts Club.....	20
SAC Committee Representative.....	20
Yearly Town Hall Meeting	20
Community at Large.....	20
Academic Requirements and Policies.....	21
Minimum GPA	21
Continuous Registration	21
Credit/No-Credit Courses.....	21
Leave of Absence	21
Family & Medical Leave	22
From the OEO/AA website:.....	22
Leaving the Program Early	23
Supervisory Committee Recommendation for Leave	23
Voluntary Leave	23
Time Limit to Degree	23
Dismissal Policies & Procedures.....	24
Probation after First Year Review	24
Financial Support.....	24
Teaching Assistant Responsibilities & Policies.....	25
Tuition Waivers	25
Student Health Insurance	25
Residency	26
Financial Resources	26

Stipends	26
Other Financial Resources	26
Student & Faculty Code	26
Code of Conduct	26
University of Utah Community	27
Report a Violation	27
Visitors	27
Informal Dispute Resolution	27
Conflict Dispute with TA Faculty Mentor	27
Conflict Dispute with Independent Study Hours Faculty	28
Formal Dispute Resolution	28
Title IX	28
Equity, Diversity, and Inclusion	29
Department of Art & Art History EDI Statement	29
Additional EDI Resources	30
Student Safety	30
Safety Resources	30
Graduate Student Facility Responsibilities	31
Hazardous Materials Handling	31
Graduate Studios	31
Woodshop and Classroom Lab Spaces	32
Reporting Safety Issues	32
Student Access to Physical Resources	32
Departmental Resources	32
Department Office	32
Studio and Classroom Access	32
University Resources	33
University ID Card	33
TRAX Pass	33
Wireless Connections	33
Software	33
Hardware	33
Paychecks & Direct Deposit	33
Housing	34

Meals & Food.....	34
Arts & Entertainment.....	34
Student Awards.....	34
Department Awards.....	34
College/University Fellowships and Awards	34
College of Fine Arts.....	34
Graduate School	35
University Wide	35
External Fellowship & Award Opportunities.....	35
Student Travel Assistance.....	35
College of Fine Arts.....	35
Graduate School	35
Student Events and Teaching Resources.....	35
Departmental Resources.....	36
Events.....	36
Teaching Resources.....	36
College of Fine Arts Resources.....	36
Events.....	36
Teaching Resources.....	36
Graduate School Resources	36
Events.....	36
Administrative & Records	36
Advocacy	36
Training & Workshop Programs	37
Writing & Manuscript Editing.....	37
University Resources	37
Graduate Writing Center & Graduate Student Reading Room.....	37
University Libraries.....	37
Professional Development.....	37
Student Health, Wellness, & Recreation	37
Leadership & Dispute Resources	37
Support Groups & Services	38
Important Forms	38

Contact Information

Department Office

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Salt Lake City UT 84112-0380
801-581-8677
801-585-6171 (FAX)
www.art.utah.edu
info@art.utah.edu

Administrative Staff

Sandie Crook
Program Manager
Graduate Coordinator
s.crook@utah.edu
801.585.8677
Office: 161

The graduate coordinator maintains the graduates' files and helps process all the paperwork needed to complete our MFA program. The coordinator also assists the graduates with class registration.

Shawn Porter
Facility Supervisor
sop1@utah.edu
801.581.6065
Office: 172

The Facilities Supervisor oversees all shops and fabrication labs within the Art Building. They also oversee and maintain all the safety protocols within the facilities and faculty and students' training on those safety protocols.

Janet Soller
Accountant
j.soller@utah.edu
801.585.8677
Office: 161

The Accountant oversees payroll and all other financial needs within the department.

Amy Walchli
Visual Resources Specialist
amelia.walchli@utah.edu
801.585.8677
Office: 167

The Visual Resource specialist maintains the teaching and research image database, department PR database, and assists faculty and graduate students with documenting their research and creative projects.

Conrad Volle
Shop Technician
u6040663@utah.edu
801.585.8677

The Shop Technician helps maintain the woodshop and many of the 3D areas within the department. They support all students working in those spaces and assist the Facility Supervisor.

Faculty & Leadership Contacts

V. Kim Martinez
Chair, Department of Art & Art History
kim.martinez@art.utah.edu
801.585.8677
Office: ART 161

The Department of Art & Art History chair is a mentor and confidant for graduate students. They assist with all the duties required of the director of MFA graduate studies and are the final person to approve the graduate student's degree.

Lewis J. Crawford
Director of MFA Graduate Studies
lewis.crawford@utah.edu
801.585.8677
Office: ART 167

The director of graduate studies (DoGS) helps guide each graduate student through the MFA program by helping them select their graduate committee, course work, financial and artistic opportunities, and understand the Tuition Benefit Program. The DoGS also conducts yearly town hall meetings, maintains the graduate handbook, helps resolve conflicts, and ensures the graduates understand all required to complete their degrees.

Faculty List

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
Josh Graham	Art Teaching	josh.graham@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 Powers 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
Career-Line Studio Faculty:		
Simon Blundell	Arts Technology	s.blundell@utah.edu
Laurel Caryn	Photo & Digital Imaging	laurel.caryn@art.utah.edu
Lewis J. Crawford	Arts Technology	lewis.crawford@utah.edu
Elizabeth Dewitte	Graphic Design	elizabeth.dewitte@utah.edu
John Erickson	Painting & Drawing	joe1@utah.edu
Ernie Gentry	Ceramics	u6003625@utah.edu
Martin Novak	Arts Technology	martin.novak@utah.edu
Maureen O'Hara Ure	Painting & Drawing	maureen.oharaure@utah.edu
Michelle Peterein	Graphic Design	m.peterein@utah.edu
Moses Williams	Sculpture Intermedia	moses.williams@utah.edu

Tenure 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
Meekyung MacMurdie	Islamic Art	meekyung.macmurdie@utah.edu
Paul (Monty) Paret, Ph.D.	20 th Century	paul.paret@utah.edu
Elena Shtromberg, Ph.D.	Latin American	e.shtromberg@utah.edu
Career-Line Art History Faculty		
Sarah Hollenberg, Ph.D.	20 th Century	sarah.hollenberg@utah.edu

An * indicates the area head.

Important Deadlines

There are several important dates to pay attention to while working on your MFA. Please review this handbook and any information the director of graduate studies provided. It is the graduate student's responsibility to submit all the necessary documents on time.

Departmental Deadlines

The Department of Art & Art History only accepts applicants yearly for the Fall semester. Applications are due January 15th.

The department provides a checklist of required dates each student must complete each semester. Refer to the [Forms](#) section at the end of the handbook for a copy of the checklist.

University Deadlines

Follow the links below for university deadlines.

- Academic calendar deadlines - <https://registrar.utah.edu/academic-calendars>
- International Teaching Program deadlines - <https://gradschool.utah.edu/ita/important-dates-and-deadlines>
- University Fellowship deadlines, including Teaching Assistantship & Research Assistantship deadlines - <https://gradschool.utah.edu/tbp/graduate-fellowship-opportunities>
- Graduation deadlines - <https://registrar.utah.edu/graduation>

PROGRAM REQUIREMENTS

The Master of Fine Arts degree in Studio Art comprises 60 semester credit hours of coursework. The required courses include 26 hours in the primary area of studio art specialization, 9 hours of ART 6810 Graduate Seminar, 3 hours of ART 6180 Graduate Critique, ten hours of allied fields, and 6 hours of art history coursework. A minimum of six hours of ART 6975 Final Project is required to prepare 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.

Expected Learning Outcomes

1. Demonstrate the mastery of techniques and technologies needed to realize their artistic goals.
2. Be able to formulate and express ideas through a high level of creative problem solving in the production of a well-researched and executed body of work.
3. Demonstrate an elevated understanding of art history, theories, major concepts, and approaches to research in the study of visual art.
4. Demonstrate an understanding of contemporary art's different perspectives in practice and theory.
5. Be able to identify, analyze, assess, and put into practice information from a variety of sources and perspectives.
6. Demonstrate through oral and written critique an in-depth understanding of personal artistic goals with contemporary and historical context.
7. Demonstrate a sufficient ability in visual expression to enhance their knowledge of culture and the fine art of nations or people outside the United States.
8. Possess advanced techniques, research, and communication skills necessary to understand and participate in the world of visual art.
9. Demonstrate mature and intelligent conceptualization and production of their work.

Admission Requirements & Procedures

All graduate applicants to the University of Utah must meet the following minimum Graduate School requirements:

- A bachelor's degree from a regionally accredited US college or university. The Office of Admissions will determine if an applicant's degree meets the Graduate School's requirement of a recognized bachelor's degree.
- At least a 3.0 or higher undergraduate weighted mean GPA on a 4.0 scale. If the undergraduate GPA is below 3.0, a GPA will be calculated based on the last 60 semester hours (90 quarter hours) if the student attended a US institution.
- Meet the academic department's admission standards and receive a recommendation for admission to their program.

The application to the MFA Program in Studio Art is divided into two parts. Please include all the necessary paperwork and your portfolio. Please make sure your letters of recommendation are submitted before the

deadline. The faculty will review the applications after January 15th; acceptance letters are usually sent by the first week in March.

THE DEADLINE IS **JANUARY 15TH**.

PART 1

The University of Utah has institutionalized an online graduate application process with Apply Yourself. Please click the link below to begin your application process.

https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantLogin.asp?id=utahgrad

You will upload the following items when filling out the information in Apply Yourself.

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

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

2. Completed application form, the applicable fee (non-refundable graduate application fee for applicants is \$55), transcripts from each college or university attended (min. GPA 3.0), and an official TOEFL score (if required). We do not require a GRE score to apply. Please visit the Graduate Students Admissions webpage for further instructions about the application process and requirements. <https://admissions.utah.edu/apply/graduate-admissions/>
 - An official TOEFL score for international students is required per the international graduate's admission office. Beginning 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 that includes your full contact information, your educational background, any honors, or awards, teaching experience, 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 your ability to succeed in a rigorous academic program (academic references from former or current professors are preferable to those from employers) are sent separately by your evaluators. They will upload their letters through the Apply Yourself website.

PART 2

SUBMIT MFA PORTFOLIO FILES VIA THE BOX WIDGET ON OUR WEBSITE

<https://www.art.utah.edu/programs/graduate/mfa-in-art/mfa-application/>.

The MFA Portfolio should reflect a robust and self-directed involvement in your intended emphasis and supporting fields.

Applicants do not need to sign up for a subscription to Box to submit. Box.utah.edu is secure, online cloud storage, file sharing, and collaboration software available to all University of Utah students and faculty anywhere on any device.

Drop a zipped folder titled with your first and last name in the Box widget below. 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, only one file with a three-minute maximum length (MP3, MOV, or MP4 file).
 - We would like still images of the work, too.
 - In your image list, please include links to other sound or video pieces you have hosted on the web.
- An image/video information list as 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.

Transfer Credits

The University of Utah only allows six (6) graduate-level credit hours to be transferred from another accredited institution. Refer to the Graduate School Website (<https://gradschool.utah.edu/current-students/forms/>) and the Graduate Transfer Credit Authorization Form.

APPROVAL CRITERIA REQUIRED TO POSTGRADUATE TRANSFER CREDITS TO A STUDENT'S ACADEMIC RECORD:

1. Graduate credit may only be transferred from other regionally accredited institutions.
2. Credits transferred from another institution may be used for only one degree.
3. Students must be formally admitted to a graduate program of study.
4. Up to six semester hours of transfer credit may be applied toward fulfilling graduate degree requirements at the University of Utah.
5. The courses must have a letter grade of "B" or higher.
6. "Credit only" grades are not acceptable.
7. Coursework must be recommended by the student's supervisory committee and taken within four years of the semester of admission to the University of Utah for master's students and within seven years of the semester of admission to the University of Utah for doctoral students.

The graduate student's committee chair, with the help of the director of MFA graduate studies, will review the transcript with the student to assess which courses should be included on the form for transfer review.

International Students

If you are an international student, please visit the Graduate Admissions website (<https://admissions.utah.edu/international-graduate/>) for the necessary information to complete your application.

The Department of Art & Art History values the global community, and we welcome students from all countries. Being an international student has unique advantages and challenges, especially as you adjust to your studies in a new country and culture. We encourage all our international students to use the resources available and seek involvement in departmental, campus, and civic communities.

Program Coursework

Students typically 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 awarded a teaching assistantship must register for a minimum of 9 credit hours. The Graduate School's Tuition Benefit Program for a teaching assistantship applies only to the first 12 hours per semester; tuition for the remaining hours and full tuition in the Summer Term is the student's obligation.

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 objectives and goals of the class. Your Graduate Study Contract (available online) should include a description of the objectives and 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. After you pay the course fee to the department, the graduate coordinator will issue you the class and permission numbers to enroll. All graduate coursework, except for a few classes such as ART 6810 Graduate Seminar (3 credits), have variable credit, generally from 2 – 6. You and the faculty member will decide how many credits you will earn for the 6000-level Graduate Project during the semester.

ART 6810 Graduate Seminar & ART 6180 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. The course rotates among full-time faculty who bring a different perspective each time they teach it. The class is taught on conceptual issues, criticism, practical matters of preparing a teaching portfolio, professional practices, and preparation to become a studio artist.

Allied Studio Credits

Allied fields are research 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

from a different department (5000 level or above) within the university. This coursework 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 university schedule to find the 4000-level course you are interested in and email the professor for permission to enroll as an MFA student. The faculty member will provide the student with the appropriate ARTH 6000-level number. Almost all the 6000 Art History courses are for MA students, but the instructor may let MFA students sign up after they have contacted the instructor.

ART 6975 Final Project: MFA

The course awards credits for studio work, research, and writing leading to the MFA Exhibition, their artist talk, and their Final Project Paper. Graduates sign up for a minimum of six credit hours, three hours of ART 6975-001 (the department chairperson is listed as the instructor of record), and three hours of ART 6975-002 (with the director of graduate studies as the instructor of record). You are allowed to sign up for 3 to 9 hours for each section. The grade for each course is assigned by the graduate committee and then given to the graduate coordinator to ensure the instructor of record inputs the final grades. Suppose the student signs up for the class but does not complete the work in time. In that case, the instructor of record will issue a "T" grade signifying continuing work until the final requirements are completed (MFA Exhibition, Final Oral Examination, Final Project paper, and MFA Exhibition Documentation). Once the final work is complete, the instructor of record submits a grade change to the registrar's office to correct the grade.

Sample Schedule

Below is a sample schedule to complete your MFA in two years. You will also be given a Program of Study worksheet you will fill out with your graduate committee to help you finalize your courses.

First Year			
Fall Semester		Spring Semester	
Course	Hours	Course	Hours
ART 6810 Graduate Seminar	3	ART 6810 or 6815 Graduate Seminar/Critique	3
Art History Course	3	Art History Course	3
Allied	3	Allied	3
Independent Study Studio Hours	3	Independent Study Studio Hours	3
Independent Study Studio Hours	3	Independent Study Studio Hours or Warnock AIR Course	3
Total Hours	15	Total Hours	15
Second Year			
Course	Hours	Course	Hours
ART 6810 Graduate Seminar	3	ART 6810 or 6815 Graduate Seminar/Critique	3
Allied	4		3

Independent Study Studio Hours	4	Independent Study Studio Hours or Warnock	
Independent Study Studio Hours	4	AIR Course	3
		Independent Study Studio Hours	3
		MFA Thesis Hours ART 6975-001	3
		MFA Thesis Hours ART 6975-002	
Total Hours	15	Total Hours	15

Mandatory Exams and Milestones

First Year Review

The supervisory committee will review your studio and academic work with you near the end of your first year of residency or Spring semester. 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 must have a second review. If the committee decides a second probationary review is needed, 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 cannot enroll for the second year until your status is restored. If you do not pass the second review, you are ineligible for a teaching assistantship until one semester after the probationary status is lifted.

Final Project and Defense

The final project, consisting of your exhibition, defense, final project, and artist talk, is completed during your final semester of study. The defense will be held in your exhibition space by your supervisory committee. It is usually scheduled a day or so after your artist talk. The Final Project paper must be completed by the end of that semester. If any portion of the final project is not completed by the end of the semester, the student will not graduate.

Supervisory Committee Formation

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 faculty in your area of specialization.

Committee Chairperson

The chair must be a tenured professor in your area of study. There are instances when the chair may be a tenured faculty from a different area. Those circumstances will be decided after a discussion with the director of graduate students, the department chairperson, and the graduate student. The chairperson is your primary faculty mentor. They must also sign off your First-Year Review form, Program of Study, and Defense paperwork.

Committee Selection

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 the majority of the members must be tenure-track faculty. The committee chair should be in your area of specialization, and at least one member must be from an area outside your discipline. You may consider a faculty member from the Art History Program or another department as the third committee member, invited because of unique expertise in your area of specialization. You will complete a Request to Form/Change Supervisory Committee form (available online) for the signatures of your supervisory committee and the director of MFA graduate studies. The graduate coordinator will deliver you a copy of the final approved form.

Required Meetings

You are asked to meet with the committee a minimum of three times each semester, but requesting more visits is encouraged.

Supervisory Committee Roles

We strongly recommend 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 our mentoring as you begin your first semester of graduate study.

Upon appointment of your permanent supervisory committee, the committee chair will convene a planning meeting with you and your committee members. 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. You are responsible for regularly informing your supervisory committee chair of your progress through the program.

Your committee is crucial to your graduate program. It is responsible for helping you shape a practical course of study, guiding the installation of the MFA exhibition, administering the Final Oral Examination, and reading and approving the Final Project paper. The committee is your chief advocate for the department, the College of Fine Arts, and the Graduate School.

At the end of both the 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 allow one to progress 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, they will remain on probation or be advised out of the program as per the decision of the eligible department studio faculty who serve on the MFA committee.

Changing Committee Chair & Committee Members

As noted above, students are asked to form their permanent graduate committee by the end of their first semester, no later than the beginning of their second semester. If a faculty member retires or leaves the university before the student graduates, the student, with help from their remaining committee and the director of graduate studies, will ask another faculty to join the committee.

There are instances when the relationship between a graduate student and a committee member becomes troublesome. In those instances, a meeting with the department chairperson (and associate chair), the director of graduate students, and the graduate student may need to happen. During the meeting, we will decide if the relationship between the student and faculty needs to continue or if the student needs to select a replacement faculty member.

Final Project Requirements

The Final Project consists of an exhibition, artist talk, defense (oral exams), final project paper, and exhibition documentation.

Exhibition and Defense

The exhibition can be held on or off campus. If it is on campus, the graduate can schedule their exhibition in the Gittins Gallery. While working with their graduate committee, the student schedules when they would like to have their exhibition. The graduate is responsible for contacting the faculty in charge of the Gittins gallery to schedule the exhibition dates. The graduate student must let the director of MFA graduate studies or the graduate coordinator know the exhibition date, and opening event dates to add them to the department calendars and website. The student must also let the DoGS know the defense date so necessary forms can be sent to the graduate committee chairperson.

Artist Talk

The student is required to give an artist's talk. The talk is usually held before the exhibition opening event. The student is asked to discuss their artistic practice and their journey to creating the body of artwork in their MFA exhibition. The talk should be around 45 minutes long, with 15 minutes for questions and answers.

Final Oral Examination

The examination occurs during 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 studio work and general professional awareness of contemporary art. You must be registered for a minimum of 3 hours of ART 6975 -001 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 long, that reveals the state of your creative research. The paper is designed to represent the culmination of two years of graduate work. A revised draft should be submitted to your supervisory committee before the Final Oral Examination as the written counterpart to the MFA Exhibition. An official

digital copy must be submitted by the end of the semester to be uploaded into the Art MFA Thesis and Final Project Paper database. The graduate student must also sign the J. Willard Marriott Library Publishing Agreement and return it to the graduate coordinator.

- The paper needs to be organized in the following manner.
 - 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 – it should include images of your artwork
 - Appendices – should include at least 15 images of the exhibition

You must be registered for a minimum of 3 hours of ART 6975-002 MFA Final Project during the Artist Talk and Final Project Paper semester.

Refer to the [Important Forms](#) sections at the end of the handbook for templates of the necessary pages required for the Final Project Paper.

MFA Exhibition Documentation

You must document your complete MFA Exhibition digitally and provide a USB thumb drive or shareable URL with the images. Twenty or more images will become part of the department's digital database and be housed in its Visual Resources Collection. 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. Refer to the [Important Forms](#) section at the end of the handbook for a copy of the form.

Applying for Graduation

Graduate students must apply for graduation at the beginning of the semester they expect to graduate. This is done online through CIS. Please visit the registrar's website for further details and application dates: <https://registrar.utah.edu/handbook/graduategraduation.php>

Expectations for Participation

Warnock Artist-in-Residence Class

With gratitude to Marva and John Warnock's generous endowment, the department invites a contemporary artist every other Spring semester to work with our graduates and selected undergraduate seniors. The artists in residence program aim to expose our students to new, innovative, and diverse contemporary art practices while providing trilateral exchange opportunities amongst students, faculty, and the public. The artist-in-residence will lead a Master Class during the Spring semester. We encourage all our graduate students to take advantage of this opportunity and sign up for this course.

Visiting Artists

Each year, the department invites numerous visiting artists to visit the campus, work with our students and give an artist talk about their creative research. This is possible with appreciation from the Carmen Morton Christensen Endowed Lecture Series. As an MFA student, we expect you to attend the lectures and workshops. Sometimes, you will have lunch with the visiting artist or have them conduct a studio visit.

Open Studio Event

During the Fall semester, we ask the graduate students to hold an open student event where members of the university community and beyond can come and see our graduates' research. We encourage this as a way for the graduates to meet more faculty within the department, inspire undergraduate students, and network with individuals in and out of the department.

Interim Show

Within the first month of the Spring semester, we ask the graduate students to facilitate the Interim Show in the Gittins Gallery. It is a chance for the graduates to practice organizing, curating, and conducting an exhibition. It also allows the undergraduate students, faculty, and larger community to see our graduate students' artwork in a formal setting.

MFA Studio Arts Club

We encourage all our graduate students to participate in the MFA Student Club, sanctioned by the Student Leadership and Involvement through ASUU. As a club, it allows our graduates to apply for Fine Arts Fee Grants through the College of Fine Arts. The grants can help fund the Open Studio Events, Interim shows, field trips, invite artists to hold workshops or do studio visits, etc. The club consists of the following officers; president, vice president, and secretary. The faculty mentor will be the director of Graduate Studies.

SAC Committee Representative

The Student Advisory Committee is an organization within the College of Fine Arts that helps facilitate cooperation, communication, and interaction between students, student groups, faculty, staff, and administrators. We ask one graduate student to be the SAC representative for the committee. The graduate representative rotates between MFA and MA students. To learn more about the responsibilities and expectations of the SAC rep, please visit the College of Fine Arts website

(<https://finearts.utah.edu/students/student-advisory-committee> or <https://finearts.utah.edu/students/current-undergraduates/leadership?highlight=WyJzYWMiXQ==>).

Yearly Town Hall Meeting

At the end of every Fall semester, the director of MFA graduate studies and the department chair will conduct a town hall meeting with all the graduate students. The meeting is a way for the graduate students to provide feedback in a safe and open space about the positives of the program and ways we can improve it.

Community at Large

We expect our graduates to engage in the larger artist community outside the Department of Art & Art History to network, build relationships with other artists, and experience the creative community in and

around the Wasatch Front. We encourage our students to visit local art galleries and participate in opening events. We encourage our graduates to submit artwork to local and regional juried exhibitions.

Academic Requirements and Policies

Minimum GPA

The candidate must maintain a 3.0 or higher GPA in coursework listed on the Program of Study for master's degrees. The university does not accept a grade below C- toward a graduate degree.

Continuous Registration

All graduate students must be registered for at least one course from the time of formal admission through completing all requirements for their desired degree unless granted an official leave of absence. Students must be registered during the summer term if they are taking examinations or defending theses/dissertations during that term. Students are not required to sign up for summer courses between their first and second years, and we encourage them to take advantage of the facilities during that time.

If students do not comply with this continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from graduate study. In this case, students will be required to reapply for admission to the University through Graduate Admissions upon approval of the home department. Students should be registered for graduate level courses (5000-6000 level for masters; 6000-7000 level for doctoral) until they have completed all requirements for the degree, including the exhibition, artist talk, final project paper, and defense of the project.

Credit/No-Credit Courses

Candidates must receive a CR (credit) grade for credit/no-credit courses in the Department. If a student receives a grade of NC (no credit), that course must 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 removing that student from the MFA Program. Two NC grades for coursework taken within the Department will result in removing that student from the MFA Program.

Leave of Absence

Official language from the Graduate School website (<https://gradschool.utah.edu/graduate-catalog/registration>):

Students who wish to discontinue their studies for one or more semesters (other than summer term) must complete a [Request for Leave of Absence Form](#). The form must be approved and signed by the supervisory committee chair and department chair and then forwarded to the Registrar's Office for processing.

Requests for leaves of absence may be granted for up to one year for circumstances related to:

- a serious health condition of the student or family member,
- parental leave to care for a newborn or newly adopted child,
- a call to serve in military service, or
- other compelling reasons that the student's department believes are in the best interests of both the student and the university.

The form requesting a leave of absence for a current semester must be completed and received in The Office of the Registrar by the last day of classes of that semester. Leaves of absence are not granted retroactively. Students must officially withdraw from classes in any semester for which a leave is granted; failure to formally withdraw results in reporting E or EU grades for all classes. For more information about official withdrawal, see [Grading Policies](#) in the Undergraduate Information section of this catalog.

The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of one year at a time and may be renewed by submitting a new form to The Office of the Registrar. The leave of absence is void if a student registers for classes in a semester for which a leave was granted.

Family & Medical Leave

Graduate students can 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/>.

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 and Affirmative Action.

Office of Equal Opportunity and Affirmative Action (OEO/AA)
135 Park Building
Salt Lake City, UT 84112
801-581-8365
oeo@utah.edu

The Title IX Coordinator 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 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.

From the OEO/AA website:

University policy prohibits discrimination against sex/gender, including pregnant and parenting students and employees. State and federal laws, including Title IX of the Education Act, also prohibit discrimination based on sex, including pregnancy and pregnancy-related conditions. If you believe you have been

subject to discrimination, including having been denied an accommodation for a pregnancy or pregnancy-related condition, please discuss this with the director of graduate studies and/or the Deputy Title IX Coordinator for your college. You may file a complaint with the OEO/AA. <https://oeo.utah.edu/>

Leaving the Program Early

Supervisory Committee Recommendation for Leave

The MFA Program focuses on 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 dealings with the faculty, other students, and the department at large. If the eligible department studio faculty who serve on the MFA committee agrees at any time that the candidate's comportment is counterproductive to sustaining the collegial dynamics necessary to complete all requirements and maintain the decorum 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 by the Department chair and director of MFA graduate studies, the candidate may be dismissed from the MFA Program.

Voluntary Leave

If a student voluntarily withdraws from the program, they must inform their committee chairperson and the director of graduate studies. If the student leaves at the end of the semester, they must clean out their studio and return the key to the graduate coordinator. If the student withdraws in the middle of the semester, depending on their Teaching Assistantship responsibilities, the student will have to pay back any Tuition Benefit credits that had been applied. The department chairperson and area head for that course will have to find a replacement instructor.

Time Limit to Degree

Graduate School policy for master's degrees (<https://gradschool.utah.edu/graduate-catalog/degree-requirements>):

All work for the master's degree must be completed within four consecutive calendar years. On the recommendation of the student's supervisory committee, the dean of The Graduate School can modify or waive this requirement. If the student exceeds the time limit and is not granted a modification or waiver, the department has the option to discontinue the student. Students whose studies have been interrupted for long periods and who have been granted extended time to complete their degrees may be required to complete additional courses, pass examinations, or otherwise demonstrate that they are current in their field.

Dismissal Policies & Procedures

Probation after First Year Review

The graduate committee will administer probationary Review/Comprehensive Exams, which 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 document that declares whether the student can apply for candidacy, continue in the second year with recommendations, or receive a request for a formal second review.

If the student receives recommendations, those will be provided to the student in writing. The graduate committee can also recommend that a student be kept as a teaching assistant and not assigned a course as the instructor of record during the Fall semester of their second year. At the end of that semester, if the committee agrees, the student may be asked to teach a course during the Spring semester as the instructor of record.

If the graduate committee decides a second probationary review is required, the details will be provided to the graduate in writing. The secondary review should be scheduled one week before the beginning of the Fall semester, allowing sufficient time to produce the work required to lift the probation. While registration for summer semester courses is permitted, students cannot enroll for the second-year courses until probation is lifted. The student may also lose their Tuition Benefits during the Fall semester. The graduate committee and the director of MFA graduate studies will decide. This information will be provided to the graduate student in writing. Once a student meets departmental academic standards, the student is considered in good standing and will receive their tuition Benefit for the Spring semester. Their probation will remain on their record.

Suppose a student's probation is not lifted after the formal Probationary Review/Comprehensive Exams period, and retention policy standards are not sustained. In that case, the prerogative of the graduate committee and eligible department studio faculty who serve on MFA committees can terminate the students standing in the program. The dismissal procedure will be as follows:

- a. To notify the student in writing, stating the dismissal reasons and 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.

Financial Support

The Department of Art & Art History provides opportunities for students to serve as teaching assistants during the two-year program through the Graduate School Tuition Benefit Program. The Tuition Benefit provides a discount on tuition (50%, 75%, or 100%), up to 24 credit hours a year, and a stipend set by the College of Fine Arts. Graduate students in good standing are eligible to apply for a Graduate Research

Fellowship or University Teaching Assistantship (\$24,000 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.

Teaching Assistant Responsibilities & Policies

At the beginning of each semester, the director of MFA graduate studies will send the faculty mentor a TA Responsibility form to be filled out with the graduate student. The graduate will be asked to work 10 to 20 hours a week depending on the student's Tuition Benefit. This information will be on the TA Responsibilities form. The form should be filled out thoroughly and explain all responsibilities and duties expected of the TA during the semester. This may include class setup and take down, assisting in lectures, grading physical and virtual artwork, student mentoring, room and prop maintenance. The TA must return the form to the graduate coordinator before the second week of classes.

During the semester, the TA must fill out a Timesheet documenting what they have done in and out of class. The form must be returned to the graduate coordinator at the end of the semester. The graduate school requires the timesheet.

Tuition Waivers

As part of the Graduate School Tuition Benefits, students are offered a waiver or discount on tuition at 50%, 75%, or 100% off in-state rates. The Tuition Benefit discount covers up to 12 credit hours per semester. The Department of Art & Art History only provides Tuition Benefits for Fall and Spring semesters. Since our program is an intensive two-year program, we ask our students to sign up for 15 credit hours each semester to complete their research. The graduates must pay for at least three credit hours each semester.

The Department of Art & Art History offers all incoming graduate students the opportunity to be Teaching Assistants and receive one of these discounts. The initial offer letter we send will include the Tuition Benefit discount percentage, which will be the base discount offered to the student during their two years of study. There are times when the department can offer more significant discount amounts. If this is the case, the graduate will be notified by the director of MFA graduate studies of the increased amount via letter.

More information on the Graduate School Tuition Benefits Program and relevant deadlines can be found here: <https://gradschool.utah.edu/funding/tbp/guidelines.php>.

Student Health Insurance

The department does not provide health insurance for our studio MFA students. If you are offered a 100% Tuition Benefit, this does entitle you to sign up for the Graduate Subsidized Health Insurance Program (GSHIP).

Graduate School language on student insurance subsidy and relevant deadlines can be found here: <https://gradschool.utah.edu/tbp/insurance-information>.

Residency

The Graduate School urges students classified as out of state to apply for residency upon completing 40 hours. Residency status does not affect a graduate student's eligibility for TA payment; a TA award will convert out-of-state tuition to in-state rates. For the complete Utah residency policies and forms to change residency status, please visit <https://admissions.utah.edu/information-resources/residency/>.

Financial Resources

Stipends

As part of the Tuition Benefit program, graduate students are offered a minimum stipend in correlation with the TB discount amount. The College of Fine Arts sets the minimum stipend amounts. The graduates are expected to work 10 to 20 hours weekly for the stipend, based on the discount percentage. The graduate student will receive a contract each semester explaining their stipend amount, hours required, and TA responsibilities. Contracts are sent out at least six weeks before the semester. Graduates must sign the contracts and return them to the graduate coordinator as soon as possible.

For further details, refer to the Graduate School Tuition Benefits Program website (<https://gradschool.utah.edu/funding/tbp/guidelines.php>).

Other Financial Resources

- University Office of Scholarships and Financial Aid – Graduate and Professional Schools: <https://financialaid.utah.edu/apply/grad-professional.php>
- Personal Money Management Center: <https://personal-money-management.utah.edu>
- Pivot: <https://osp.utah.edu/news/pivot.php>
- Feed-U Pantry: <https://union.utah.edu/resources-spaces/feed-u-pantry/hours-about-us>

Student & Faculty Code

Code of Conduct

The Graduate School is committed to fostering excellence in our community of scholars and leaders. We recognize that diverse and inclusive teams are most likely to produce creative and impactful scholarship and are eager to ensure that each member of our academic community is respected and valued for their unique contributions. This Code of Conduct upholds the Graduate School's commitment to conduct graduate and postdoctoral education according to the highest ethical and professional standards in compliance with all applicable University, state, and federal regulations.

The Graduate School is committed to providing a safe, harassment-free environment for everyone. Harassment includes offensive comments or denigrating jokes related to nationality, gender, sexual

orientation, disability, age, physical appearance, body size, race, religion, or veterans' status; sexual images in public spaces; deliberate intimidation, stalking, following, harassing photography or recording; inappropriate physical contact; unwelcome sexual attention and harassment through social media.

The Graduate School is committed to an environment free of discrimination at all levels and one that is equitable, diverse, and inclusive.

University of Utah Community

All University faculty, staff, and students are expected to comply with the applicable anti-harassment, anti-discrimination, and scientific and professional ethics laws and policies in effect at the University of Utah and the institutions where they may be visiting.

Report a Violation

Members of the University of Utah community who wish to report a violation of this Code of Conduct are encouraged to speak to or contact the appropriate administrator or dean, including the department chair or director of MFA graduate studies of their academic program, the Dean of the Graduate School or Associate/Assistant Deans of the Graduate School, or the University's Title IX coordinator.

Visitors

Visitors, including participants at any University or Graduate School sponsored events, are expected to comply with these same standards and policies at their place of employment. In addition to any applicable reporting requirements at their home site, visitors are encouraged to report violations here as above.

Informal Dispute Resolution

Graduate students should be encouraged to go to the departmental director of MFA graduate studies, the committee chairperson, or the department chairperson for conflict resolution, if appropriate. Students are also welcome to make an appointment with one of the Graduate School deans to voice complaints or concerns (can be requested through info@gradschool.utah.edu or by calling 801.585.5529).

A student may elect to discuss the situation with the University Ombudsman's Office, which provides dispute resolution, resources, and the potential for mediation—more information: <https://academic-affairs.utah.edu/office-for-faculty/facultyombudsman>.

Conflict Dispute with TA Faculty Mentor

If a graduate student has issues with their TA Faculty Mentor, we encourage them to discuss the situation with the Faculty Mentor, referencing the TA Responsibility form. If the graduate student has already spoken with the faculty mentor and believes different resolutions are necessary, we encourage them to contact the director of MFA graduate studies or the department chairperson about the issue. If necessary, the DoGS and department chairperson may assign the TA to another faculty member for the remainder of the semester. A new TA responsibilities form will be filled out between this new mentor and the student.

Conflict Dispute with Independent Study Hours Faculty

Before registering for independent studio hours with a faculty member, the graduate student and faculty member meet, discuss course objectives, and then fill out an Independent Study Contract. This contract is taken to the graduate coordinator, who provides the student with the registration numbers once the student has paid any necessary course fees.

If a conflict arises between a graduate student and their instructor, the department encourages them to discuss the matter with the faculty and reassess their contract. The contract and course objectives may be amended as needed. If it is within the first few weeks of the semester, and the student has spoken with the faculty member about their concerns with no resolution, the student may drop the course. It is up to the student to maintain the minimum number of credit hours required for their financial situation. If the student decides to drop after the last day to drop, around six weeks after classes begin, the student can meet with the director of MFA graduate studies or the department chairperson to discuss the possibility of having another faculty member step in to complete the hours. If another faculty member agrees, the graduate student will meet with that person and review their independent hours' contract. At the end of the semester, the new instructor will provide the final grade to the previous instructor to be reported to the registrar's office.

Formal Dispute Resolution

The University procedures for formal disputes can be found in Policy 6-400, which also covers the process of Academic Appeal (<https://regulations.utah.edu/academics/6-400.php>). This information is provided so students are aware of the process.

Title IX

The University of Utah does not discriminate on the basis of race, ethnicity, color, religion, national origin, sex, pregnancy, pregnancy-related conditions, age, disability, sexual orientation, gender identity, gender expression, genetic information, or protected veteran's status, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.

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 Coordinator, to the Department of Education, Office for Civil Rights, or both.

Additionally, the University endeavors to provide reasonable accommodations and to ensure equal access to qualified persons with disabilities. Click here to request a reasonable accommodation.
<https://oeo.utah.edu/how-can-we-help/disability-access.php>

Where discrimination is found to have occurred, the University will take reasonable steps to investigate the matter, stop the harassment, prevent its recurrence, and remedy its effects.

If you or someone you know has experienced discrimination, sexual misconduct, including sexual harassment, or disability discrimination, we encourage you to report it to the University's designated and authorized Title IX/ADA/Section 504 Coordinator 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>

Equity, Diversity, and Inclusion

Department of Art & Art History EDI Statement

The faculty and staff of the Department of Art and Art History at the University of Utah are committed to working together with our students and community partners to create a more equitable, diverse, and inclusive learning community. As employees at a primarily white institution serving an increasingly diverse student body, we recognize that we need to work proactively to ensure all members of our community feel welcomed and supported, regardless of race, ethnicity, religious affiliation, class, ability, sex, gender, or sexuality. This requires that we aspire not only to a culture of equal treatment but that we be prepared to initiate and support real change in support of equity in our educational and outreach activities.

We must speak plainly and honestly about the harm done by oppressive and destructive systems that excluded many groups from higher education in the past. We must also be prepared to confront the ongoing institutional and individual habits and systems that have continued to make institutions such as this one unwelcoming, hostile, or even dangerous to members of under-represented communities. Specifically, we acknowledge the urgent need to do more to make this a welcoming place to work or study for BIPOC, people with disabilities, first-generation students, those surviving poverty, English learners, and LGBTQ+ people.

We embrace equity as crucial to our goals of excellence in education, research, and creative production. As a department we will strive to ensure the just distribution of resources, responsibilities, and opportunities amongst all members of our community, with attention to the ways in which such distribution may contribute to the ongoing work of redressing the long-term effects of historical oppression and exclusion.

We embrace diversity as a source of excellence in education, research, and creative production. We recognize the existence of a great variety of differences amongst humans and acknowledge that these differences have led to historical and current inequalities that we have a responsibility to address. We believe that embracing and learning from these differences is essential to a healthy intellectual and creative community.

We embrace inclusion as essential to our goals of excellence in education, research, and creative production. We are committed to developing and supporting strategies that will encourage equity and diversity and the possibilities created by such strategies. We will do so because learning, thinking, and creating are done more effectively and joyfully when they take place in an inclusive environment.

Additional EDI Resources

- College of Fine Arts - Justice, Equity, Diversity + Inclusion: <https://finearts.utah.edu/about/justice-equity-diversity-inclusion?highlight=WyJlcXVpdHkiXQ==>
- Graduate School Diversity Office: <https://content.gradschool.utah.edu/diversity/>
- University of Utah Equity, Diversity, & Inclusion: <https://diversity.utah.edu/>

Student Safety

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 me 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.

Please also visit <https://safeu.utah.edu/> for current and up-to-date information concerning campus safety.

Safety Resources

- University Police: <https://dps.utah.edu>
 - Phone: 911 or 801.585.2677
 - Emergency services

- Crisis Line (24/7): <https://healthcare.utah.edu/uni/programs/crisis-diversion.php>
 - Phone: 801.587.300
 - For crisis intervention, emotional support, and mental health needs
- Suicide Prevention Hotline: <https://988lifeline.org/>
- Crisis Prevention – SafeUT Smartphone App: <https://www.uofuhealth.org/safeut>
 - Free 24/7 access to counselors for crisis prevention and emotional support
- University Counseling Center: <https://counselingcenter.utah.edu>
 - Room 246, Student Services Building (SSB)
 - Phone: 801.581.6826
- Sexual Assault Victim Advocacy: <https://advocate.wellness.utah.edu>
 - Room 328, Student Services Building (SSB)
 - Phone: 801.581.7779
- Student Health Center: <https://studenthealth.utah.edu/services>
 - Madsen Health Center, 555 Foothill Drive
 - Phone: 801.581.6431
- Women’s Resource Center: <https://womenscenter.utah.edu>
 - Room 411, Olpin Union Building
- The Office of the Dean of Students: <http://deanofstudents.utah.edu>
 - Room 270, Olpin Union Building

Graduate Student Facility Responsibilities

Hazardous Materials Handling

- All hazardous materials will be handled/disposed of in accordance with EPA/EHS standards/guidelines. Campus guidelines can be found at; <http://ehs.utah.edu/>.
- Aerosols, solvents, waxes, and other toxic media should be used in appropriate ventilation booths in Rms. 354 – 180 (woodshop).
- Solvents are to be disposed of in appropriately labeled (paint thinner, lacquer, etc.) containers, contact facility supervisor Shawn Porter if the correct container is not immediately available.
- Lids will remain on solvent containers when not in use. EPA considers evaporating solvents a type of hazardous waste that needs to be controlled.
- It is strongly recommended that students using volatile, off-gassing, or evaporating solvents/materials get correctly fitted with an appropriate canister-type respirator.
- It is strongly recommended that students use respiratory protection when using materials that generate/create airborne particulates (dust smoke).

Graduate Studios

- Graduate studio upkeep/general cleaning is the responsibility of graduate students occupying the space.
- Studio occupants must patch, paint and clean upon moving out of or into a new studio space.
- Common areas (sinks/corridors) will be kept clean and clear of debris, materials, and artwork.

- It is recommended that you use a floor covering, drop cloth, masking paper, etc., to protect the work area floor from drips, spills, and so on.

Woodshop and Classroom Lab Spaces

- All personnel that wish to use the woodshop must complete a 3-hour safety orientation with Shawn Porter (Facility Supervisor) @ 801- 581-6065 to schedule safety orientation.
- Refer to the hours of operation for the woodshop posted on the door.
- The woodshop is closed from 12:30 AM to 6:30 AM.
- Personnel are NOT allowed to work in the woodshop unattended. You must have a “shop buddy” whenever working in the woodshop.
- Keep woodshop/lab spaces clean at all times
- Adhere to safety procedures/guidelines associated with equipment
- Do not leave artwork unattended in lab spaces for 24-48 Hrs.
- When you are teaching a class, Undergraduates are to be instructed to clean/remove trash from the classroom before leaving the space

Reporting Safety Issues

If you have questions or concerns or see violations, please report those to Shawn Porter (Facility Supervisor) at sop1@utah.edu or 801.581.6065.

The shop technician, Conrad Volle, is also available to help with any safety concerns during Friday and Saturday shop hours.

Student Access to Physical Resources

Departmental Resources

Department Office

- Students will have access to the department office via their Ucard.
- All graduates will have a mailbox in the office.
- The office also has the following items available for graduates to use as part of their TA or teaching responsibilities
 - Copier/Printer
 - Regular office supplies such as stapler, tape, paper cutter, etc.
- The office has a projector graduates may borrow for class instruction.

Studio and Classroom Access

- Graduates are provided studio space for up to four semesters to help them complete the research and artwork for their MFA thesis exhibition. During the first year of study, graduates may have to share a studio space but will be given an individual space during their second year.
- All graduate students will have 24-hour access to the Art Building via their Ucard.

- Students will also have access to Art RM 365, the Owen lab, which has professional inkjet printers, large format scanners for 2D and film, Mac computers, and an extensive library of books.
- The woodshop is open from 6 AM to Midnight once the graduate student has completed safety training. Everyone using the woodshop must have a safety partner and follow all safety policies and procedures.
- Other shops and studios within the Art and Sculpture buildings are available to graduates once trained and have permission from the faculty in charge of those spaces.
 - Ceramics studios
 - Sculpture studios
 - Print studio
 - Photography wet and digital labs
 - Dumke photography studio

University Resources

University ID Card

- University card information: <https://ucard.utah.edu>

TRAX Pass

- UTA University pass: <https://commuterservices.utah.edu/mass-transit>
- TRAX Schedules & Maps: <https://www.rideuta.com/Rider-Tools/Schedules-and-Maps>

Wireless Connections

- Onboard to Utah wireless: https://onboard.utah.edu/enroll/uofu/prod_3/process

Software

- Grammarly Access: <https://gradschool.utah.edu/grammarly>
- New Student Guide to Digital Resources: https://it.utah.edu/help/it_guides/new_student_guide.php
- Adobe Creative Cloud: <https://software.utah.edu/adobe.php>
- Microsoft Office: <https://o365cloud.utah.edu/>
- Box: <https://box.utah.edu/>
- Google Workspace: <https://gcloud.utah.edu/>
- Office of Software Licensing: <https://software.utah.edu/>

Hardware

- University Bookstore: <https://www.campusstore.utah.edu/utah/home>
- Surplus & Salvage: <https://fbs.admin.utah.edu/surplus/>

Paychecks & Direct Deposit

- HR Paycheck Information: <https://www.hr.utah.edu/payroll/paycheck.php>

Housing

- Graduate Student Housing Resources & Options: <https://housingoptions.utah.edu/graduate-housing/>

Meals & Food

- Utah Meal Plans: <https://housing.utah.edu/dining>

Arts & Entertainment

- Arts Pass: <https://www.finearts.utah.edu/arts-pass>

Student Awards

Numerous awards are available to graduate students, offered by the Department of Art & Art History, College of Fine Arts, Graduate School, and the university.

Department Awards

- Teaching Assistantship – The Department does participate in the University Tuition Benefit Program and offers all incoming graduate students the opportunity to be teaching assistants during their two years of study. The Tuition Benefit provides a 50% to 100% tuition discount for up to 24 credit hours a year and a stipend for each semester. During the first year, the graduate is asked to assist another instructor. For the second year, we may offer the graduate an opportunity to be the instructor of record for a class each semester. For further information on the Tuition Benefit, please visit <https://gradschool.utah.edu/funding/tbp/index.php>.
- Ethel Armstrong Rolapp Endowed Award for Excellence - First given in 1986, it is presented to the most highly qualified and talented graduating bachelor or master of fine arts student. Selection is based on the recipient's total creative performance at the U and the student's intention after graduation (for example, if they are doing a residency, etc.). We are grateful for the generous support of the Rolapp Family for our students and program.

College/University Fellowships and Awards

College of Fine Arts

- The CFA Graduate Research Excellence Fellowship: https://finearts.utah.edu/images/CFA_Graduate_Research_Excellence_Fellowship_10.18.22.pdf
- CFA Graduate Research Grant: <https://finearts.utah.edu/students/current-graduates/funding-resources>
- All other CFA funding can be found here: <https://finearts.utah.edu/students/current-graduates/funding-resources>

Graduate School

- Graduate Fellowship Opportunities <https://gradschool.utah.edu/funding/fellowships-scholarships-awards/grad-school-administered/index.php>
- Graduate Student Travel Assistance Award: <https://gradschool.utah.edu/funding/travel-assistance/index.php>
- Early Career Professional Development Program: <https://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award>
- Thesis & Dissertation Awards: <https://gradschool.utah.edu/current-students/awards>

University Wide

- Sustainability Campus Initiative Fun (SCIF): <https://sustainability.utah.edu/scif/>
- Center for Equity & Student Belonging scholarship resources: <https://diversity.utah.edu/cesb/scholarships/>
- Women's Resource Center scholarships: <https://womenscenter.utah.edu/scholarships/eligibility.php>

External Fellowship & Award Opportunities

A list of Nationally Competitive Opportunities and external fellowships is available at <https://gradschool.utah.edu/funding/fellowships-scholarships-awards/nationally-competitive/index.php>, and students also have access to Pivot, a new tool for finding foundation funding. <https://osp.utah.edu/news/pivot.php>

Student Travel Assistance

College of Fine Arts

- CFA Individual Student Travel Grants. <https://finearts.utah.edu/students/current-graduates/funding-resources#cfa-individual-student-travel-grants-rolling-deadline>

Graduate School

- The Graduate Student Travel Assistance Award (GSTAA), Virtual Conference Award, and the Early Career Professional Development Program (ECPDP). More information on these awards is here: <https://gradschool.utah.edu/funding/travel-assistance/index.php>.

Student Events and Teaching Resources

Numerous events and teaching resources for graduate students are available from the Department of Art & Art History, College of Fine Arts, Graduate School, and the university.

Departmental Resources

Events

- Department of Art & Art History Events Calendar: <https://www.art.utah.edu/events/>

Teaching Resources

- Graduate Teaching Handbook: <https://www.art.utah.edu/wp-content/uploads/sites/41/Teaching-Handbook-2021.pdf>
- Faculty Resource Page: <https://www.art.utah.edu/faculty-resources/>
- Class Supply Order Form: <https://www.art.utah.edu/faculty-resources/faculty-supply-order-form/>
- Department Teaching Image Database: https://login.ezproxy.lib.utah.edu/login?url=https://collections.lib.utah.edu/search?facet_setname_s=uu_aah_art
- Department Photo Database: https://collections.lib.utah.edu/search?facet_setname_s=uu_aah_artpr&q=
- Art Building Room Schedules: <http://www.art.utah.edu/faculty-resources/room-schedules/>

College of Fine Arts Resources

Events

- News and Finer Points Blog: <https://finearts.utah.edu/about/news>

Teaching Resources

- Grad Student Teaching Support: <https://finearts.utah.edu/students/current-graduates/grad-student-teaching-support>
- CFA Other Resources: <https://finearts.utah.edu/students/current-graduates/other-resources>

Graduate School Resources

Events

- Event & Workshop Calendar: <https://gradschool.utah.edu/events-calendar>
- Events & Workshops Description: <https://gradschool.utah.edu/upcoming-events>

Administrative & Records

- Graduate Records Office: <https://gradschool.utah.edu/graduate-catalog/graduate-records-office>
- Electronic Graduate Record File: <https://gradschool.utah.edu/current-students/electronic-graduate-record-file-tutorial>

Advocacy

- Graduate School Diversity Office: <https://gradschool.utah.edu/diversity>
- Graduate School Dean: dean@gradschool.utah.edu

Training & Workshop Programs

- International Teaching Assistant Program (ITAP): <https://gradschool.utah.edu/ita>
- Three-Minute Thesis Training & Competition: <https://gradschool.utah.edu/3MT>
- Past Workshops & Trainings: <https://gradschool.utah.edu/resource-library/workshops-videos>
- Research Communication: <https://gradschool.utah.edu/science-communication>

Writing & Manuscript Editing

- Thesis Office: <https://gradschool.utah.edu/thesis>
- Grammarly: <https://gradschool.utah.edu/grammarly>

University Resources

Graduate Writing Center & Graduate Student Reading Room

- More information about the center can be found at <https://writingcenter.utah.edu/grad-student-services.php>.
- The Graduate Writing Center is in the J. Willard Marriott Library in the Graduate Student Reading Room.
- To access the Reading Room, students must fill out a Graduate Resources Access Form at <https://lib.utah.edu/services/education/gradstudents.php>.
- Tutoring for Graduate Writing is also available. Students can sign up for this service at <https://writingcenter.utah.edu/graduate-services/e-tutoring.php>

University Libraries

In addition to the research offerings, the J. Willard Marriott Library has events and programs specifically for graduate students. Check <https://lib.utah.edu/services/education/gradstudents.php> for schedules and more information.

Professional Development

- Career & Professional Development Center Graduate Student Career Coaching: <https://utah.craniumcafe.com/group/graduate-student-career-coaching>
- Graduate Student Teaching Training from Center for Teaching & Learning Excellence: https://ctle.utah.edu/events/ctle_events.php
- Higher Education Teaching Specialist Program: <https://ctle.utah.edu/hets>

Student Health, Wellness, & Recreation

- Student Health Center: <https://studenthealth.utah.edu>
- University Counseling Center (including Mindfulness Center): <https://counselingcenter.utah.edu>
- Center for Student Wellness: <https://wellness.utah.edu>
- Campus Recreation Services: <https://campusrec.utah.edu>

Leadership & Dispute Resources

- Dean of Students Office: <https://deanofstudents.utah.edu>

- Faculty Ombudsman: <https://academic-affairs.utah.edu/office-for-faculty/facultyombudsman>
- Graduate School: <https://gradschool.utah.edu/contact-us>

Support Groups & Services

- American Indian Resource Center: <https://diversity.utah.edu/centers/airc/>
- Black Cultural Center: <https://diversity.utah.edu/centers/bcc/>
- Center for Childcare & Family Resources: <https://childcare.utah.edu/>
- Center for Disability & Access: <https://disability.utah.edu>
- Center for Equity & Student Belonging: <https://diversity.utah.edu/cesb/>
- Dream Center: <http://dream.utah.edu/>
- Equity, Diversity, & Inclusion: <https://diversity.utah.edu>
- International Student & Scholar Services: <https://ic.utah.edu>
- LGBTQ+ Resource Center: <https://lgbt.utah.edu>
- Office of Equal Opportunity, Affirmative Action, and Title IX: <https://oeo.utah.edu>
- Student Support Services (TRIO): <https://trio.utah.edu/>
- University of Utah Health, Equity, Diversity, & Inclusion: <https://uofuhealth.utah.edu/inclusion>
- Veteran's Support Center: <https://veteranscenter.utah.edu>
- Women's Resource Center: <https://womenscenter.utah.edu>

Important Forms

All necessary forms are provided to the graduate students via the department website (<https://www.art.utah.edu/mfa-in-art/>) and through Microsoft SharePoint and Teams. The links below go to the Microsoft SharePoint files, which are only accessible to the University of Utah students, faculty, and staff.

- [Information Form](#)
- [MFA Checklist](#)
- [Graduate Study Contract](#)
- [TA Responsibilities Worksheet](#)
- [Graduate TA Time Sheet](#)
- [Teaching Handbook](#)
- [Teaching & Research Image Database](#)
- [Initial Graduate/Mentoring Committee](#)
- [Program of Study Worksheet](#)
- [Graduate Committee Preference Sheet](#)
- [1st Year Probation Review](#)
- [Report of Final Examination](#)
- [Final Project Supervisory Committee Approval](#)
- [Final Project Department Chairperson Reading Approval](#)
- [Final Project Title and Copyright Pages](#)
- [Exhibition Repository Documentation Form](#)

- [Marriott Library Publishing Agreement](#)
- [Requirements for Graduation Release](#)