



## Graduate Registration Form for Independent Coursework

Updated: 5/8/14

**INSTRUCTIONS:**

1. Attain signature of the faculty sponsor, who has agreed to supervise the progress of your work and provide your final evaluation.
2. For **internships**: **Do Not Use this Form! Please use internship packet-available on the School of Art website**
3. Return **COMPLETED** form to Room 11D to the Graduate Program Coordinator. The Graduate Program Coordinator will then obtain the Associate Director's approval/signature.
4. It is your responsibility to verify that the course has been approved and added to your schedule. **Check your schedule to make sure you are registered for the correct course, the correct number of units, and the correct instructor.**

STUDENT: \_\_\_\_\_

YEAR: \_\_\_\_\_ SEMESTER: \_\_\_\_\_ AREA: \_\_\_\_\_ COURSE: \_\_\_\_\_ UNITS: \_\_\_\_\_  
 Fall ARE minimum of three (3)  
 Spring ARH hours of work per  
 Summer Session 1 ART credit hour per week  
 Summer Session 2

COURSE	TITLE	UNITS per semester
599	Independent Study	1-5
680	Graduate Studio- MFA Candidates only	3-10
694	Practicum	1-4
699	Independent Study	1-5
900	Research	1-4
909	Oral Exam/ Master's Report- Masters only	1-5
910	Thesis- Masters only	1-6
920	Dissertation/Comp Exam- PhD only	1-9

**Purpose or Subject of This Project (Must Not Duplicate Course Work):** \_\_\_\_\_

**What are the Learning Outcomes:** \_\_\_\_\_

**Expected Reading, Research, Lab or Field Work:** \_\_\_\_\_

**How Often/At What Times Will You Meet With the Instructor:** \_\_\_\_\_

**What Work Will Be Created (Be Specific. 30-50 page paper, 2 chapters of dissertation, 6-8 large paintings, etc):** \_\_\_\_\_

**If this is part of a larger scale project, how are you going to finalize your work (an exhibition, installation, presentation, conference, etc.):** \_\_\_\_\_

**PLEASE ACQUIRE APPROPRIATE SIGNATURES BELOW. THEN, RETURN THIS FORM TO THE GRADUATE PROGRAM COORDINATOR, ROOM 11D.**

I understand and agree that I must work a minimum of **three (3) hours per credit hour per week** and that it is my responsibility to make appropriate arrangements with the approving faculty for critiques and final submissions of complete work.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I agree to supervise the progress **on a weekly basis** of the above student's work and to provide a final grade of it on the attached form.

\_\_\_\_\_  
Faculty Name (Please Print)

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature/Approval

\_\_\_\_\_  
Date

## GUIDELINES AND AVAILABLE GRADES

<b>Independent Study:</b>	<b>599, 699</b>
Purpose:	For students working on an individual basis with a faculty member
Grades Available:	S, P, C, D, E, I or W
<b>Graduate Studio:</b>	<b>680</b>
Purpose:	Research/production for Thesis Exhibition. MFA students only.
Grades Available:	A,B,C,D, E or W
<b>Practicum:</b>	<b>694</b>
Purpose:	Mandatory practicum for present/future graduate teaching assistants
Grades Available:	S, P, C, D, E, I or W
<b>Research:</b>	<b>900</b>
Purpose:	Individual research not related to thesis or dissertation
Grades Available:	S, P, C, D, E, K or W
<b>Master's Report/Oral Exam:</b>	<b>909</b>
Purpose:	Oral Exam for Art History students. Special project, formal report or written thesis. Does not require human or animal subject approvals (IRB). May not be published. Is considered an internal document and not for public consumption. Masters students only.
Grades Available:	S, P, E, K or W
<b>Thesis:</b>	<b>910</b>
Purpose:	Written thesis. May require human or animal subject approvals (IRB). May be published. Masters students only.
Grades Available:	S, P, E, K or W
<b>Dissertation/Comp:</b>	<b>920</b>
Purpose:	Research for the doctoral dissertation. PhD students only.
Grades Available:	S, P, E, K or W

**S = Superior**  
**P = Pass**  
**K = Continuing Status**