

The University of Arizona
School of Art
MFA Studio Art
Graduate Handbook

2016/17

Course Work Requirements

All students are required to complete 60 units of graduate level coursework. Graduate level courses are numbered 500 or higher. All course work must consist of the following:

- **12 units** - 9 units in art history (ARH), plus 3 units of academic elective as approved by the student's faculty advisor.
- **3 units** - ART 696A - Contemporary Art: Concepts and Issues is required in the first semester
International Students: Depending on English proficiency, international students may choose to take this class the first semester of their second year.
- **30 units** in studio art area, as approved by the student's faculty advisor
- **15 units** in related electives, as approved by the student's faculty advisor
- ART 642 - Graduate Interdisciplinary Critique must be taken twice in the first four semesters (may be used as an elective or studio art area, as approved by the student's faculty advisor)
- In lieu of a written thesis, an original group of works must be presented to the public in the form of a Thesis Exhibition. Students must be registered for ART 680 when working on the Thesis Exhibition.

Of the 60 units required, 30 must receive a regular grade of A or B; no more than 30 units may be S/P (Superior/Pass) courses.

Independent studies will only be granted to first year graduate students in exceptional cases.

Only courses designated repeatable in the Course Catalog may be repeated. Check your Course Catalog for all course restrictions.

A total of 12 units of graduate credit earned from other accredited institutions or as a non-degree seeking student at the University of Arizona may be applied for credit toward a Master of Fine Arts degree. Transferred credit must meet the following requirements:

- transfer no more than 20% of the total required units
- original transcripts must be on file
- must have received graduate credit
- must have received a grade of A or B
- must have completed units at an accredited institution
- Grades C, D, E, and Audit may not be used for credit.

All requirements for completion of a degree must be completed within a 6-year period, including transfer course work from other institutions. All students should meet with their faculty advisor each semester for academic advising. A Course Work Checklist will help assist in determining what requirements are needed.

Faculty Advisor

All students will be advised by their division chairs until passing candidacy review. After passing candidacy review students will be advised by the chair of their thesis committees.

MFA Graduate Review Procedures

1st Year MFA Graduate Semester Review Process

All students enter the MFA Studio Art program as "Applicants for Degree Candidacy." During this stage, all graduate students in studio undergo 1st Year Graduate Semester Reviews at the end of each semester, until they pass their Candidacy Review. The review consists of the student presenting a body of work representative of the semester's work in a one hour critique with an assigned faculty committee. Students can show work in progress and sketches, but new **completed work is paramount**. Work can be from both classes and independent work completed for the review. The review committees will be made up of faculty in Studio Art, Art History and Art and Visual Culture Education. The student must provide each of the members of his/her committee with a brief written statement about the work being critiqued. The statement should address such issues as personal philosophy, historical context, and artistic intent. The statements must be distributed to all committee members one week in advance of the actual semester review. The group may be very diverse in their knowledge and it is helpful for you to familiarize them with your practice, experience, education and conceptualize your work. It is suggested that the students discuss the following:

1. Discuss the artist statement, where students draw inspiration for the work and how it affects the finished process/project.
2. Be prepared to discuss historical and theoretical issues and precedents that have been researched for the work. (Provide copies of articles that would be helpful for the committee to understand the work prior to the review).
3. The student should review with the committee where s/he has been in his/her development, where s/he is, and where s/he would like to see the work going.
4. Discuss any technical challenges and accomplishments that have occurred in developing the work.

It is **strongly** recommend that students also record the review, either with a video recorder or an audio recorder. There is a lot of information and suggestions at this review. While some of that information will be reflected on the 1st Year Grad Review forms the committee completes, it will be tremendously helpful to look back at the recording and take time digesting the committee's conversation. The 1st Year Graduate Semester Reviews are scheduled by the Graduate Program Coordinator.

MFA Candidacy Review Process

The MFA Candidacy Review occurs after the student has accumulated not less than eighteen (18) and not more than thirty (30) units of credit. This may occur no earlier than the second semester and no later than the fourth semester in residence.

The Candidacy Review consists of the student presenting a representative body of work created while in the graduate program and addressing what s/he plans to focus on in the future. The student will submit an artist's statement to all faculty in the student's division one week in advance of the Candidacy Review. Candidacy Reviews will be scheduled by the Graduate Program Coordinator.

The chair of the student's division, in consultation with the student, will assign a faculty advisor to chair the Candidacy Review. All tenure-track and tenured faculty of the student's division are invited to attend and vote in the Candidacy Review.

A minimum of three (3) tenure-track or tenured faculty from the student's division are required to vote in the Candidacy Review. If three faculty members are not available from the division, the chair of the review committee will appoint a tenure-track or tenured faculty member(s) from other divisions in the School of Art.

A majority vote is required for the student to pass his/her Candidacy Review. The Candidacy Review committee either grants or denies passage to "MFA Degree Candidacy." The majority of committee votes determine this decision. "Granted" passage means the student is an MFA Degree Candidate. "Denied" passage means that the student may continue with a provisional status and must be reviewed a second time by the same Candidacy Review committee within the following semester. A student is allowed only one "Denial." If another review is not conducted the following semester, the student will be dropped from the MFA Program.

A faculty member who serves on a student's Candidacy Review is not obligated to serve on that student's Thesis Committee.

GradPath Forms

The Graduate College has a series of forms that all degree seeking graduate students are required to complete in order to graduate. These forms are all available through GradPath on UAccess Student Center. To find GradPath go to UAccess Student Center (uaccess.arizona.edu). Under the Academics section, in the drop down menu, select "GradPath Forms."

Below is the list of forms available on GradPath:

- Responsible Conduct of Research Statement – Must complete before any other forms will become available. Simply check the box saying you understand the Responsible Conduct of Research and Code of Academic Integrity policies and submit.
- Plan of Study – Complete in 3rd Semester after passing Candidacy Review
- Master's/Specialist Committee Appointment Form – Complete in 3rd Semester after passing Candidacy Review
- Master's/Specialist Completion Confirmation – Form completed by Graduate College after you've submitted your Completion of Degree Requirements form to the Grad Program Coordinator in your last semester.

- Transfer Credit Form – only need to complete if transferring coursework from another institution. If transferring coursework, must complete before Plan of Study

Plan of Study

Upon passing Candidacy Review, students must complete the Plan of Study. The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at the University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed to fulfill degree requirements. The Plan of Study must have the approval of the student's major professor and Director before it is submitted to the Graduate College.

- Go to UAccess Student Center
- Under the Academics section, in the drop down menu, select "GradPath Forms"
- Complete the "Responsible Conduct of Research Statement." Simply check the box saying you understand the Responsible Conduct of Research and Code of Academic Integrity policies and submit.
- Create your Plan of Study.
- Include all the coursework you've already taken AND all future courses you will take to complete your degree. This document can be updated as you progress; please make your best educated guess on your future coursework.
- In the comments section, list what courses you're using to fulfill each degree requirement List Art History, Electives and In Area Coursework. Please see the example below:
 12 Units Art History: ARH 596I, ARH 500, ARH 523A, ARH 531
 15 Units Elective: ART 599, ART 695, ART 694 x 2, ART 583
 30 Units In Area: ART 642 X 2, ART 562A, ART 501, ART 580 x 2, ART 599, ART 680 (9 units)
 Save this information for your own records. If your Plan of Study has to be returned to you for editing, all comments will be wiped clean and you'll need to re-enter your information.
- Submit and it will be sent off to your faculty advisor for approval.

MFA Thesis Committee

The student selects the thesis committee after passing the Candidacy Review. Each member of the MFA thesis committee must sign the "Thesis Committee Agreement Form." The committee must be selected by the end of the semester in which the Candidacy Review is completed. The committee must consist of a minimum of three (3) and a maximum of five (5) tenure-track or tenured faculty from the School of Art. The chair of the committee must be from the student's division in the School of Art.

With the permission of a majority of the thesis committee, an additional non-voting member may be added. This additional member must have an equivalent or higher degree than that of the degree seeking student. Any changes to the composition of the committee must be approved by a majority of the members of the existing committee.

In the semesters before his/her Thesis Exhibition, the student must have a minimum of two (2) meetings per semester with all of the members of his/her thesis committee in attendance. These mandatory meetings are scheduled by the Graduate Program Coordinator on specific dates during the semester.

The student must submit the Master's Committee Appointment Form at the beginning of his/her last semester. The Master's Committee Appointment Form is available in UAccess Student Center through GradPath Forms. This form lists all the members on your thesis, master's report or oral exam committee.

When you select your committee members, you'll first search for your faculty advisor. After you've found and selected your faculty advisor, select their committee role (far right column) as "chair." Then click the + sign on the far right to add another line. This will allow you to add another member to your committee. You'll need to add a new line for every member of your committee. All other committee member roles should be "member." If you have co-chairs, then select both those faculty members' roles as "co-chair" and everyone else's roles as "member."

Special Members: Any voting member on your committee must be a current tenured or tenure-track faculty member at The University of Arizona. If you would like to have someone on your committee as a voting member who is not a current tenured or tenure-track faculty member, we must submit a request to the Graduate College for him/her to be a special member. You must first collect a current electronic copy of your special member's CV or Resume. Complete the Special Member form available on the School of Art website <http://art.arizona.edu/> under Students > Advising > Graduate Advising. Submit the Special Member form and CV to your faculty advisor for approval. After your faculty advisor has approved, submit this form to Graduate Program Coordinator for final approval and submission to the Graduate College.

Exhibition

All MFA Candidates are required to present a thesis exhibition during the last semester of his/her studio work. The nature, size, and scope of this exhibition is determined by the candidate and his/her MFA Thesis Committee. The thesis work must be of high quality, reflecting a well-defined direction of cohesive study, and not a random sampling of works completed in the program. The exhibition is normally scheduled in April and presented at The University of Arizona Museum of Art and the Joseph Gross Gallery. Those students completing their thesis requirements during the fall semester will need to make arrangements for their exhibition in consultation with their Thesis Committee.

Students are responsible for executing a successful thesis show. In cooperation with all thesis show participants and the Museum and Gallery curator or preparator, the student will install and de-install their own thesis work and follow all Museum and/or Gallery guidelines.

Final Thesis Exhibition Examination

Students are required to schedule the final thesis exhibition examination with their thesis committees and the UAMA staff or the Joseph Gross Gallery Curator during the time of the thesis show. Students must also notify the Graduate Program Coordinator of the date and time of the final thesis exhibition exam. Students **MUST** be registered for 680 Graduate Studio during the semester in which the final thesis exhibition exam is administered.

Final Documentation Requirements

Students are required to submit a minimum of 10 and a maximum of 20 images of their thesis exhibition, an image list and an artist statement to the Visual Resource Center (VRC). The Graduate Program Coordinator will verify that all images and paperwork have been received by the VRC before any graduation paperwork will be processed. The image requirements and image list are available on the School of Art website.

At the time of the oral examination, students must also present a Completion of Degree Requirements form (downloaded from the School of Art website) to their committee. All members of the committee must sign the Completion of Degree Requirements form and the committee chair must indicate if the student passed or failed the final oral exam. A majority vote is required for the student to pass his/her Thesis Exhibition Exam.

The student must turn in the Completion of Degree Requirements form to the Graduate Program Coordinator.

Request for Special Member

A MFA student may request that one non-voting member who is not affiliated with the School of Art be present at the final thesis exhibition exam. (Approval of the outside member is not guaranteed, and is determined by the committee majority vote). The outside member must have an equivalent or higher degree to which the student is seeking. The non-voting member must leave the final thesis exhibition exam before the evaluation and voting happens.

Second Thesis Exhibition Examination

Should an MFA Candidate fail the Final Thesis Exhibitions Examination, a Completion of Degree Requirements form noting the failure is submitted to the Graduate Program Coordinator. When the time has been set for a second examination (within six months of the original exam), a second Completion of Degree Requirements form (available on the School of Art website) is prepared by the division. It must include examination time, date, place, and the names of the committee members. The committee members at the second examination should be the same as those present at the first. If substitutions are made in committee composition, a written explanation should accompany the second Completion of Degree Requirements form. The results of the second thesis examination are final.

Grading Policy

All students must receive a B or better in graduate courses in order for these courses to count toward their degree. A grade of C or below will affect your overall GPA, but not advance progress toward the MFA degree.

Incompletes will only be granted under the most extenuating circumstances. Failure to make up incompletes by the end of the following semester will lead to a negative evaluation of the student. Failure to make up an incomplete by the end of a calendar year will result in a failing grade (E) for the course, which can only be changed retroactively, after approval of a special petition to the Graduate College. Until such approval, the student is automatically on academic probation. Final thesis exhibition examinations may not be taken until all incomplete coursework has been completed.

MFA Graduate Studios

The School of Art has approximately 50 graduate studio spaces for assignment to MFA students. Graduate studio space is provided for the express purpose of the production of art objects and scholarly work. It is expected that the student will use the space for this purpose only, and lack of proper use will terminate studio privileges. Studio space is assigned to a specific person and is not to be used or shared by any other person without approval of the Director. The person to whom the space is assigned is responsible for the care and condition of the studio space. Any violation of this agreement will result in the studio privilege being revoked. MFA students may have a space in the studios for no longer than

three years. If a student takes more than three years to complete his/her degree, his/her studio space will be relinquished at the end of three years. Please see the Graduate Program Coordinator for all general studio information. Students must complete and turn in the studio contract forms to the Graduate Program Coordinator before receiving cabinet locker keys and access codes, and must pay the \$200.00 studio deposit fee to Carrie Scharf, Business Office, Rm 108, within 2 weeks of receiving a studio space.

Graduate Teaching Assistants

The School of Art offers a limited number of Graduate Teaching Assistantships (GTA) to qualified MFA students. Assistantships are awarded upon faculty recommendation and/or application submission. On rare occasions, GTA's may be awarded to an incoming graduate student. These assignments are made on an academic semester basis and may be renewed. Each Graduate Teaching Assistant needs to complete a hiring contract before the beginning of each semester they teach. A student must be registered for a minimum of six units of graduate credit during a teaching semester.

Teacher Assistant/Associate Training Online (TATO)

Each Student is required to complete the Teaching Assistant/Associate Training Online (TATO) (available through D2l.arizona.edu) before s/he is eligible to teach. International students who wish to teach must have a TOEFL IBT Speaking Section score of 24, or an IELTS total minimum score of 7.5 or above, with no score lower than 7 on any section of the test. If an International TA has not taken any of the approved tests (listed above) or does not meet the minimum passing score(s), the hiring department **must** perform an English Speaking Proficiency Evaluation (ESPE). More information about this test can be found on the Graduate College website. <http://grad.arizona.edu/>

Practicum

Students should complete a practicum before they are eligible to be Graduate Teaching Assistants. A practicum allows students the opportunity to shadow a professor and assist in teaching a class in order to better understand how to structure and manage a class of their own. To register for a practicum, students must complete a Graduate Independent Coursework Form available on the School of Art website.

Independent Study & Internship Forms and Requirements

Independent Study

An Independent Study is for students working on a project on an individual basis with a faculty member. Independent studies will only be granted to first year graduate students in exceptional cases.

Students participating in independent studies must complete a Graduate Independent Coursework Form, available on the School of Art website. The student and faculty member directing the Independent Study must sign this form. The student must have a specific purpose for the project s/he will be completing, as well as a specific outline of her/his work. The grading system for Independent Studies is pass/fail.

Internships

An internship is for students working in outside agencies (i.e. Center for Creative Photography, The University of Arizona Museum of Art).

Students participating in an Internship must complete a Graduate Internship Contract, available on the School of Art website. This packet must be signed by the student, the School of Art faculty member, and by the Internship Supervisor. The student must have a specific purpose for the internship, as well as a specific outline of his/her duties. The grading system for Internships is pass/fail.

Graduate College Guidelines and Forms

Continuous Enrollment Policy

A student admitted to a master's program must register each fall and spring semester for a minimum of 3 graduate units, from original matriculation until all course and thesis requirements are met. When these requirements are met, master's students not on financial assistance and/or not needing to maintain appropriate visa status, must register for a minimum of 1 unit of thesis or master's report credit each semester until the thesis or report is finalized. While 1 unit satisfies Continuous Enrollment, it does NOT meet requirements for full-time status. Students receiving funding such as assistantships, fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirements, and should check with the Graduate Program Coordinator regarding such requirements to ensure that they remain qualified for funding.

If the degree program requirements are to be completed in the summer or winter, the student must register for a minimum of 1 unit of graduate credit during that term. Master's candidates do not have to register for graduate units during summer or winter sessions unless they plan to make use of University facilities or faculty time. If they do plan to use facilities or faculty time, they must enroll for a minimum of 1 unit of graduate credit.

Any student who does not register during any fall and/or spring semester MUST apply to the Graduate College to be re-admitted into the program. In order to be re-admitted to the department without completing the entire application process, a student MUST apply for a Leave of Absence PRIOR TO leaving the program. The Leave of Absence application form is available on the Graduate College website.

Graduate Petitions

Petitions related to a degree program must have the signatures of the faculty advisor and Director. Petitions concerning a degree program would include:

1. Extension of time to complete a degree
2. Retroactive registration

Petitions concerning a course must also have the instructor's signature. Petitions concerning a course would include:

1. Extension of time to complete a course
2. Retroactive withdrawal from a course

ALL PETITIONS must include a letter of justification from the student's faculty advisor and should be stapled to the back of the petition form.

Completed Graduate Petitions are submitted to the Graduate Program Coordinator, who will obtain the Director's signature, then forward petition to the Graduate Degree Certification Office. Students and departments will receive a copy of the petition after the Graduate Council has taken action.

Email

A university email account is required for all students. Email is the official form of communication of the University of Arizona and will be the primary form of communication from the School of Art. Students must also have a university email account to be included on the listserv for all School of Art and University correspondence.

Financial Assistance

SCHOOL OF ART SCHOLARSHIPS –spring deadline for fall awards
75,000 + awarded yearly

MEDICI SCHOLARSHIPS, COLLEGE OF FINE ARTS- April deadline for written proposals for domestic and international summer travel research.

GRADUATE AND PROFESSIONAL STUDENT TRAVEL OR RESEARCH GRANT FUND – quarterly Sept. / Dec. / March / June through the Graduate and Professional Student Council.

THE COLLEGE OF FINE ARTS SMALL GRANTS PROGRAM – application dates throughout the semester, September / November / February / April / June.