



GRADUATE STUDENT GUIDE

for the

MASTER OF FINE ARTS DEGREE

DEPARTMENT OF ART AND ART HISTORY

COLORADO STATE UNIVERSITY

REVISED JULY 2015

TABLE OF CONTENTS

QUALIFICATIONS FOR ADMISSION TO THE MFA PROGRAM 3

ADMISSION TO THE GRADUATE PROGRAM 3

SPECIAL-STUDENT STATUS..... 3

CONDITIONAL ADMISSION..... 4

TRANSFER CREDITS 4

CONTINUOUS REGISTRATION AND READMISSION..... 5

GRADUATE ASSISTANTSHIPS/FINANCIAL AID 5

FELLOWSHIPS/SCHOLARSHIPS 6

DESCRIPTION OF THE MFA PROGRAM 7

DEGREE STUDY REQUIREMENTS..... 8

EXAMPLE OF A PROGRAM OF STUDY 11

STUDENT CALENDAR OF RESPONSIBILITIES..... 12

CHARACTERISTICS OF THE MFA PROGRAM 12

FORMAL REVIEWS OF A STUDENT’S PROGRESS 14

GRADUATE STUDENT REPRESENTATIVE ELECTIONS..... 15

SPECIALIZATION RESEARCH 17

ART HISTORY RESEARCH 18

GENERAL NATURE OF THESIS..... 18

THESIS PROCEDURES..... 19

FINAL EXAM 19

THESIS EXHIBITION POLICY 19

SAMPLE TIMELINE..... 21

THESIS EXHIBITION DOCUMENTATION..... 22

BINDER REQUIREMENTS 23

GRADUATION REQUIRMENTS.....	24
THE CULMINATION	24
VACATIING STUDIO, CLEANUP AND KEY RETURN.....	25
DEGREE CHECKSHEET.....	26

<http://art.colostate.edu/>

<http://art.colostate.edu/academics/graduate/>

<http://wold.colostate.edu/>

ADVISERS

Drawing

Ajean.ryan@colostate.edu D102F, 491-5478

Fibers

Thomas.lundberg@colostate.edu N101B, 491-5734

Graphic Design

John.gravdahl@colostate.edu F106, 491-5482

Metalsmithing and Jewelry (Graduate Chair)

Haley.bates@colostate.edu E102A, 491-5993

Painting

Erika.osborne@colostate.edu L101A, 491-0940

Printmaking

Johnny.plastini@colostate.edu D101E, 491-5183

Sculpture

Suzanne.faris@colostate.edu C106, 491-5192

Graduate Secretary

Kathleen.chynoweth@colostate.edu G100, 491-6775

QUALIFICATIONS FOR ADMISSION TO THE MFA PROGRAM

The applicant must hold a bachelor's degree from an accredited college or university. An undergraduate major in art is preferred, but majors in other fields are not eliminated from consideration, since extensive art experience can be acquired in other ways. In all cases, the applicant must submit the appropriate application forms, transcripts, letters of reference, and a portfolio of images to <http://gradadmissions.colostate.edu/apply> .

The faculty in charge of the specific area of study (specialization) to which the application is made has the responsibility for reviewing the application materials and determining the applicant's degree of eligibility.

More specific University requirements and procedures for application can be found in the Graduate and Professional Bulletin (on-line).

ADMISSION TO THE GRADUATE SCHOOL

Students with cumulative grade point averages of 3.0 (A=4.0) or higher, whose academic backgrounds are adequate and current, may be recommended by the department for admission to the Graduate School. Students whose grades average between 2.7 and 3.0, whose academic backgrounds are deficient or not current may be required to meet additional requirements which will be listed on the Notice of Graduate Admission (GS 2A).

College entrance examinations: The Graduate Record Exam (GRE) is not required for admission into the Department of Art and Art History's Master of Fine Arts degree program at Colorado State University.

SPECIAL STUDENT STATUS

For special student status, a student may register on a space-available basis as a non-degree student. This allows the student to either make up deficiencies or gain experience that is needed for acceptance into the MFA program. The student has access to instructors and facilities but **has not** been admitted to the graduate program.

CONDITIONAL ADMISSION

Conditional admission is granted when a student is admitted to the MFA program with attached conditions. These conditions are usually specific courses that are considered necessary for appropriate preparation and completion of the graduate degree and that are in addition to the 60 credits required for the MFA.

TRANSFER CREDITS

A limited number of transfer credits may be accepted with the approval of the adviser or the adviser in consultation with the Graduate Committee.

Transfer of Graduate Credit from Other Institutions

University Requirements:

Courses requested for transfer must have been completed at a university that is accredited by one of the [major regional accrediting agencies](#).

Courses requested for transfer must have a grade of B or better.

Courses requested for transfer must have been completed within the last ten years.

Courses requested for transfer must be at the equivalent level of CSU's regular courses at the 500 level or above.

Courses requested for transfer cannot have been used to fulfill requirements for a previously earned degree.

Courses requested for transfer must be [equivalent](#) to semester credit hours.

An official transcript showing the courses requested for transfer must be on file at the Graduate School. NOTE: For students who are requesting to transfer courses from a [foreign](#) institution, the following information will also need to be submitted: A written analysis from the student's advisor or department head for the basis of the request, which includes:

1. The CSU course equivalency to the transfer course(s) and how the advisor or department head came to that conclusion.
2. An explanation on how the advisor or department head is familiar with the course(s) being requested for transfer.

Additional Notes: These courses will need to be listed on the student's [GS6 Program of Study](#) form in order for them to be reviewed by the Graduate School.

If the courses requested for transfer are accepted by the Graduate School, these courses will not be included in the calculation of grade point averages.

If the courses requested for transfer are accepted by the Graduate School, these courses will only count towards the total credit requirements for the degree; they will not satisfy the 500 level and above coursework requirements.

The number of credits eligible for transfer depends on type of degree. Please refer to the [University Credit Requirements page](#) to determine number of credits eligible for transfer.

For further information, see the Graduate and Professional Bulletin. Undergraduate- level courses are not eligible for transfer credit at the graduate level.

CONTINUOUS REGISTRATION AND STUDENT READMISSION

Graduate students at CSU are required to be continuously registered during fall and spring semesters in their degree program. This policy applies from the time of first enrollment through the graduation term. Students not enrolled in any classes should register for continuous registration and pay the continuous registration fee rather than full tuition. Graduate degree candidates must be either enrolled for at least one credit or must register for CR during the term that they complete their degree requirements. This also applies to the summer term. For more information, see the Graduate and Professional Bulletin (on the web).

Because of the many administrative and studio variables in a quality graduate program, it is not possible to guarantee the right to return to a student who has withdrawn from the program for one semester or more. Students who think they might find it necessary or desirable to withdraw from the program should consult with their adviser. Students must apply for readmission by submitting a Graduate Readmission Application (GS 1B) to the Department of Art and Art History.

GRADUATE ASSISTANTSHIPS AND FINANCIAL AID IN ART

ASSISTANTSHIPS

In order to be awarded a Graduate Teaching Assistantship, students must take at least one semester of Supervised College Teaching in their area of specialization. To be considered for teaching assignments in drawing or foundations and general studies, prospective GTA candidates should take Supervised College Teaching at least two semesters prior to their teaching assignment. Talk to your adviser for specific area policies.

First year GTA's receive full tuition coverage. Second year GTA's receive in-state tuition coverage. It is beneficial to obtain residency during the first year. If residency is not established, the difference between in-state and out-of-state tuition must be paid by the student with a GTA. The difference is currently over \$10,000 per year. Therefore it is imperative that you take steps to establish residency immediately upon arrival. (See Graduate Bulletin)

A limited number of teaching assistantships are available for graduate students in the MFA program. Terms and provisions of the teaching assistantships include:

Stipends: Determined by the College of Liberal Arts.

Tuition: In-state tuition paid by the University on behalf of the student is considered taxable income. Note, however, that graduate assistants are responsible for payment of student fees and any special course or lab fees.

Teaching assistantships should be applied for through the appropriate area of specialization. Duties vary, depending on the area. For additional information about assistantship responsibilities, applicants should inquire with the area coordinator of the concentration to which they are applying for admission. Note that students carrying the responsibilities of a teaching assistantship typically graduate in six semesters. For other financial aid information, the applicant should contact the Office of Student Financial Services at CSU, Centennial Hall, (970) 491-6321 or www.sfs.colostate.edu.

FELLOWSHIPS/SCHOLARSHIPS

Currently, there are two fellowships/scholarships available through the Department of Art, the College of Liberal Arts and the Graduate School. A brief description of each of the fellowships follows.

Kennedy Center Art Scholarship

Awarded at approximately \$400 per semester for fall and spring by the Department of Art in years when the scholarship is available, this award is based on quality of work, academic scholarship and financial need. Applications and deadline requirements will be distributed by the department when the scholarship is available.

Eligibility:

1. Graduate student in art.
2. Submission of works or images of works for consideration by the Graduate Committee; details publicized before selection deadlines.
3. Must be enrolled for a minimum of nine-semester credits fall and spring semesters of the academic year in which the award is given.

College Recruitment Funds Support for New Graduate Students

The University often offers competitive awards for new students.

Eligibility criteria may vary, but often include:

1. Completed application for admission to the Graduate School for fall semester.
2. At least 3.2 undergraduate and in any previous graduate work.

To receive the award:

1. Full admission to the graduate school.
2. Must be enrolled for a minimum of nine-semester credits fall and spring semester of the academic year.
3. Good academic standing

DESCRIPTION OF THE PROGRAM FOR THE MASTER OF FINE ARTS DEGREE

The MFA program in studio art is designed to promote artistic achievement, creative research, and professional practices. The program's required coursework is structured so that students can benefit from the department's wide range of faculty expertise. In consultation with their advisers, students plan a sequence of elective courses that complements involvement with their primary media. The program also fosters student engagement with faculty and peers through coursework in contemporary art theory, art criticism, and art history.

Graduate students are required to earn a minimum of 60 semester credits in the MFA program. Courses taken as prerequisites for advanced courses are not counted as part of the 60 required credits, but are listed on the Program of Study (GS Form 6).

UNIVERSITY REQUIREMENTS

A minimum of 24 credits must be earned at Colorado State University, 21 of which must be earned after admission to the Graduate School. Credits earned in pursuit of one master's degree may not be used for a second master's degree, except in cases where an MA degree is applied to the MFA.

A minimum number of 16 credits earned at CSU must be in 500- or higher-level courses. Of these 16 credits, at least 12 credits must be in regular courses. *Regular courses* are numbered 581 and lower or 681 and lower; *non-regular courses* are numbered 582–599 or 682–699. Non-regular course numbers designate independent or group studies, seminars, thesis/dissertation credits, supervised college teaching, internships, unique title courses offered through the Division of Continuing Education, and any courses graded pass/fail.

DEGREE REQUIREMENTS

A. Concentration (Specialization) Requirements Total of 30 credits

___ART 575 A-G Studio Problems (first & second semesters) 9 credits

Credit varies; may be repeated (e.g., 4 credits fall, 5 credits spring)

___ART 675 A-G Studio Problems (third & fourth semesters) 9 credits

Credit varies; may be repeated (e.g., 4 credits fall, 5 credits spring)

Total minimum credits of ART 575 & ART 675: 18

___ART 695 A-J Independent Study (complete during first four semesters) 3 credits

Research in concentration topic; students consult with advisers in writing papers, developing lectures, or pursuing specialized media research. These 3 credits may be taken over two semesters (e.g. 1 credit fall, 2 credits spring).

___ Graduate School form GS6 Program of Study is submitted before registration for the fourth semester. This form includes names of faculty who will serve on students' thesis committees.

During the fourth semester, students present their work in formal Qualifying Reviews, in which thesis-committee members and other interested faculty assess student readiness to pursue thesis credits.

___ART 699 A-G Thesis (fifth & sixth semesters) Total minimum of 9 credits

Credit varies; may be repeated (e.g., 5 credits fall, 4 credits spring)

B. Studio Seminar Requirements Total of 6 credits

___ART 696 I Group Study—Studio Art Graduate Seminar

Students take this course twice: once during the first year & once during the second year;
3 credits each.

C. Requirements in Art History **Total of 12 credits**

___ART 592 Art History Seminar **3 credits**

Offered in alternating years; enroll during first or second year.

___ART 510 Q Advanced Study in Art History—Contemporary Art and Art Critics

Students enroll in this class during the first or second year. **3 credits**

___ Elective Courses in Art History **Total of 6 credits**

Courses are offered on rotating schedules.

ART 510 A-P Advanced Studies in Art History **3 credits each**

- A) American Art
- B) African Art
- C) Pre-Columbian Art
- E) United States Arts Since 1945
- F) Greek Art
- G) Medieval Art
- H) Renaissance Art
- I) Baroque and Rococo Art
- J) 19th Century European Art
- K) 20th Century European Art
- L) Native American Art
- M) Roman Art
- N) Graphic Design
- O) Women in Art
- P) Pacific Art

ART 695H Independent Study in Art History Credit varies

Requires approval of instructor

Students may provide their advisers with justification for an alternative course to substitute for one three-credit art history elective. Students may request adviser approval for an alternative course that would be chosen from among suitable University course offerings.

D. Electives **Total of 12 credits**

These credits support individual studio practice and creative research. Students and advisers determine appropriate courses from (but not limited to) the lists below. Students consult with

faculty to assess readiness for upper-level courses, to confirm access to advanced courses, and to request overrides.

Graduate students may register for 300- or 400-level courses at a graduate (500) level, after consulting with the instructor to ascertain the additional requirements expected for 500-level work. These classes may have prerequisite conditions.

Studio-Elective Options

4 credits each

- ART 435 Advanced Drawing I
- ART 436 Advanced Drawing II
- ART 440 Pottery IV
- ART 441 Pottery V
- ART 445 Metalsmithing IV
- ART 446 Metalsmithing V
- ART 450 Fibers IV
- ART 451 Fibers V
- ART 455 Advanced Typography & Design
- ART 456 Advanced Illustration
- ART 460 Advanced Painting I
- ART 461 Advanced Painting II
- ART 465 Printmaking IV
- ART 466 Printmaking V
- ART 470 Sculpture IV
- ART 471 Sculpture V

Other Elective Options in the Department of Art

- ART 495 A-L Studio Independent Studies; credit varies
- ART 496 A-L Group Study; credit varies
- ART 510 A-P Advanced Study in Art History; 3 credits each
- ART 684 Supervised College Teaching; credit varies
- ART 695 A-J Studio or Art History Independent Study; credit varies
- ART 696 I Group Study—Studio Art Graduate Seminar (taken in the third year); 3 credits

Elective Options outside the Department of Art

- PHIL 318 Aesthetics: Visual Arts 3 credits

Students and advisers determine relevant elective courses that may be taken outside the Department of Art and Art History

GRAND TOTAL 60

AN EXAMPLE OF A TYPICAL PROGRAM OF STUDY

First Semester

Credits

ART 575 Studio Problems	4
ART 696 I Group Study— Studio Art Graduate Seminar	3
ART 510 Art History elective or PHIL 318	3
Total	10

Second Semester

ART 575 Studio Problems	5
ART 510 Q Contemporary Art and Art Critics (or ART 592 Art History Seminar)	3
ART 695 Independent Study; research in concentration topic	3
Total	11

Third Semester

ART 675 Studio Problems	5
ART 696 I Group Study— Studio Art Graduate Seminar	3
Elective course	3
Total	11

Fourth Semester

ART 675 Studio Problems	4
ART 592 Art History Seminar (or ART 510 Q Contemporary Art and Art Critics)	3
Elective course	3
Total	10

Fifth Semester

ART 699 Thesis	3
Elective course	3
ART 510 Art History Elective or PHIL 318	3
Total	9

Sixth Semester

Elective course	3
ART 699 Thesis	6
Total	9

GRAND TOTAL 60

CHARACTERISTICS OF THE MFA PROGRAM AT CSU

A distinctive characteristic of this MFA program is the balance between guidance and freedom, between mastery of established forms and techniques and involvement with experimental innovations. This program also aims to blend academic structure appropriate to an advanced degree with opportunities for students to clarify individual directions. The program provides for substantial work in the student's area of specialization, totaling approximately one-half of the minimum 60 credits required for graduation. This involvement is enhanced by study in one or more studio areas in support of the field of specialization. Some academic study in related and supporting fields is specified in the belief that technical and humanistic understandings significantly contribute to the development and scope of the artists' growth.

GRADUATE STUDENT REPRESENTATIVE ELECTIONS

Two student representatives are elected for the Graduate Committee. The representatives also serve on the Graduate Student Council to offer student input on University issues that affect graduates. Please see the guidelines on page 19 for further information.

SUMMER TERM

The Department of Art and Art History is not able to guarantee that graduate level courses will be offered in any particular area during summer session. Graduate students interested in attending summer session should plan to take academic or art electives at that time.

<h2>STUDENT CALENDAR OF RESPONSIBILITIES</h2>
--

The following is a rough schedule of administrative deadlines that students must meet in pursuing their degrees. The responsibility for meeting these deadlines lies with the student and not with the student's adviser or department administration. **Students should consult the Graduate School website or graduate secretary for exact dates.**

Upon acceptance/as early as possible:

Non-resident students should immediately begin the yearlong process of reclassification of their residency status for tuition purposes. Guidelines and statutes are available in the Art office. The Tuition Classification Office offers orientations about reclassification. Call 491-6321.

At the end of the first semester:

The student may be asked to submit the first semester review form to the department's Graduate Committee at the end of the first semester. Consult with adviser to determine how individual areas utilize this form.

During the third semester:

The student should submit the Graduate School Program of Study (GS 6) form to the Graduate School **by the end of the third semester** (see Graduate Bulletin). The student must form a graduate committee prior to completing this form. Meet with your adviser for suggestions. Without completion of the GS6 students will not be able to register for the following semester. After review by the adviser, the form is filled out online and then printed for the appropriate signatures.

To determine readiness to pursue thesis work, students may call a meeting of their committees prior to submitting the GS 6.

During the final semester:

The student must submit the Application for Graduation (GS 25) prior to the end of the seventh week of the graduation term (or prior to the end of the first week of the eight-week summer term). See Graduate Bulletin and check the Graduate School website for exact dates.

In order to meet graduation requirements, students must call a meeting of their committee for the purpose of reviewing thesis work and conducting the final oral examination. All other Graduate School deadlines and requirements must be met by this time. **The Report of Final Examination Results (GS 24) must be submitted to the Graduate School by the 12th week of the final semester (and within two working days after the exam is taken).**

REMINDER: All written documents required of the student must be approved and filed in the student's record in the Department of Art and Art History office by the last week of classes unless otherwise exempted by the student's adviser and/or the Department Graduate Committee. Such documents include the required art history paper, documentation of area-research independent study, any written final examination, one copy of the thesis document, and any other document or research paper required by the student's adviser or committee.

FORMAL REVIEWS OF MFA STUDENT PROGRESS

It is the policy of the Department of Art and Art History that progress toward the degree is formally evaluated at designated points during the student's studies to assure fair treatment for the student and to maintain the quality of the degree program. The checkpoints are as follows:

1. The student's general progress is reviewed by the faculty in the area of specialization at the end of the first semester to determine whether continuance in the program is recommended. In reviewing a student's progress, quality of work and level of involvement must indicate ability to continue in the program. Specialization faculty may consult with other instructors with whom the student has worked.

As stated in the Graduate and Professional Bulletin policy on scholastic standards, ...good academic standing requires satisfactory progress in the overall graduate program. Students' individual graduate advisory committees may render judgments as to whether satisfactory progress is being made toward the degree, taking into account all aspects of academic performance and promise, not necessarily course work alone. A positive judgment is required.

This review may be delayed or repeated at the discretion of the specialization area faculty.

A grade of (3.0) or higher is required in all course work within a concentration. Students receiving a 2.67 in concentration course work will be placed on departmental academic probation for one semester, during which an "A" or "B" in at least three concentration credits must be earned to regain good standing. The adviser and other concentration faculty will state in writing what is specifically required of a student during the probationary semester's course work. Failure to raise the grade level to at least a "B" in concentration course work will result in a student's dismissal. For more information, see the Graduate and Professional Bulletin.

2. The student's adviser will call for a review of the student's achievements at the beginning of the second year of work in the area of specialization with at least 20 credits earned at CSU, to determine whether the student is ready to begin thesis work. Students will not be able to register for the initial stages of thesis work until this review is completed.
3. The student's graduate committee will conduct the final examination in oral form and may require a written exam as well. The adviser will report the results on Graduate School form GS 24 (to be furnished by the student, available on-line). The student is

responsible for returning the completed form to the Graduate School **within two working days after the exam**. The evaluation of the MFA thesis work is considered to be the completion of the final review process.

GRADUATE STUDENT REPRESENTATIVE GUIDELINES

Two Graduate Student Representatives are elected to sit on the departmental Graduate Committee. These representatives offer student input on departmental issues that affect graduate students. Student Representatives often serve as liaisons within the department, university, and community. Student Representatives serve on the Graduate Student Council, which is a University organization that represents each graduate department within the Graduate School.

Elections

- Elections for Graduate Student Representatives are to be held every April
- Appointments begin at the start of the following fall semester
- Second semester graduate students are eligible for election

Terms

- Graduate Student Representatives serve three continuous semesters (Fall-Spring-Fall)
- Graduate Student Representatives are elected at the end of their first year (2nd semester) to serve in their second year (3rd and 4th semesters)
- TRAIN and mentor the incoming representative in their 5th semester

Graduate Student Representative duties consist of the following:

- Attendance at most Graduate Committee meetings (graduate representatives are not present at meetings to award graduate scholarships or at meetings where confidentiality of information about other students is required)
- Attendance at Graduate Student Council meetings
- Meet with graduate students to communicate information and to solicit feedback about Graduate Committee discussion topics
- Organize annual Graduate Studio Walks
- When appropriate, coordinate activities with Student Organization for the Visual Arts
- Serve as ambassadors of the department with ad hoc outreach activities and events

MFA PROCEDURES AT THE END OF THE FIRST SEMESTER

A student may be asked to have a review in the area of specialization, to be completed before grades are reported at the end of the first semester. The form used to report the results of the

review is to be signed and brought to the attention of the departmental Graduate Committee and then filed with the student's records.

MFA PROCEDURES DURING THE THIRD SEMESTER

1. The area coordinator may continue as the student's scheduling adviser. At the request of the student, a new adviser from within the concentration may be chosen at this time.
2. The student's graduate committee is selected. For this terminal degree the department requires four committee members, with three members from the Department of Art and Art History faculty. The following people make up this committee:
 - a. The student's adviser from the student's area of specialization.
 - b. Two other members from the Department of Art and Art History. In concentrations with more than one faculty, one of these members in addition to the student's adviser will be from the student's area of specialization.
 - c. One member from another department in the University.

With recommendations from the adviser and the student, the membership of the committee is approved by the Department of Art and Art History chair and appointed by the dean of the Graduate School.

The adviser and each committee member play a significant role in the graduate career of each graduate student. A professional relationship defined by mutual understanding and respect is therefore of the utmost importance. Faculty will make every effort to attend meetings of the student's committee.

This permanent committee represents a commitment made by student and faculty and may be changed only under exceptional circumstances. When a change in committee member occurs due to a routine leave-of-absence or sabbatical leave, this change is to be submitted in writing to the student's adviser and to the department chair. Such changes must be approved by the adviser and department chair and are reported to the Graduate School on GS Form 9A. Before finalizing any other change due to exceptional circumstances, the student and committee member are required to discuss possible ways of honoring the original commitment. If a committee member finds that circumstances warrant withdrawal from a student's committee, justifications are to be submitted in writing to the student, student's adviser and the Department of Art and Art History Graduate Committee. If the student desires to replace a

committee member, reasons are to be submitted in writing to that committee member, the adviser, and the Department Graduate Committee. The Department Graduate Committee will act as an advisory board in situations where agreement cannot be reached and will determine the recommendations to be forwarded to the adviser and department chair for their approval prior to submitting the GS 9A to the Graduate School.

3. After approval by the student's graduate committee, the student's study-program (GS 6) is filed at the Graduate School office. The student's adviser should be consulted on the program. This program form should be reviewed, approved and signed by the student's adviser. After clearance from the department chairperson, the student is ready to file the GS 6 with the Graduate School Office. Graduate transfer credits to be granted should be listed on this form.
4. A copy of the GS 6 shall be filed in the student's graduate folder in the department office.
5. Changes thereafter (once the study form has been approved by the graduate office) must be made on GS 25 during the graduation semester. A copy of the form will be returned to the department after clearance with the Graduate School.
6. A review by the student's graduate committee (now appointed) of the student's achievement will be held prior to registration for ART699 to determine if the student is ready to begin thesis work. **A student may not register for thesis credits until this review is completed.**

REQUIREMENTS FOR THE SPECIALIZATION RESEARCH

The MFA program requires each candidate to enroll in ART 695 Independent Study, for three semester credits, using the alphabetical suffix appropriate for the particular studio area of specialization. Specialization research may take a variety of forms and is supervised by the adviser. The specialization project supports studio research. The work of these three credits articulates the student's central aesthetic questions and results in deeper understanding of individual studio practice within the larger field of study. Students may investigate the historical context, technical methods, or philosophical dimensions of their own studio research. Consult with adviser to determine the most beneficial format for documenting the findings of the research.

REQUIREMENTS FOR THE ART HISTORY RESEARCH PAPER

Since this seminar usually is offered only in the spring semesters, it is required that students take it during the first year or second year.

The MFA Art History requirements include a research paper to be completed within the course ART 592, Art History Seminar. This paper provides the opportunity to research a specific art history topic related to the student's aesthetic interests, under the supervision of art history faculty. Seminar topics vary from year to year, depending on faculty research specialties, department exhibitions, visiting speakers, and student areas of emphasis.

The writing of the research paper is supervised by the faculty directing the seminar and conforms to professional standards of style, including format guidelines in the Graduate School Thesis Manual. When completed and accepted, one copy of the papers is given to the instructor and a second copy filed in the department office. The second copy is later transferred, with the thesis, to the Wold Resource Center.

GENERAL NATURE OF THE THESIS

Contact gallery director with notice of graduation as soon as possible to schedule thesis exhibition.

The MFA thesis results from ongoing in-depth research of the student's visual interests within the specialization, with possible relationships to other media. Although the primary focus of the thesis is visual art, advisers and graduate committees also review and evaluate a written abstract of the thesis project. Consult with advisers and committees to develop appropriate formats and content of thesis abstracts.

When completed, thesis work should show evidence of mastery in the student's field of study, with professional levels of conceptual, formal, and technical achievement in a substantial body of related works.

Exhibition of selected thesis work is planned and developed under the guidance and with the approval of the student's adviser and committee. According to departmental procedures and with the advice of the Director of the University Center of the Arts, the student will participate in an exhibition of thesis work, scheduled during spring semesters.

THESIS PROCEDURES

After the equivalent of two semesters of work in the area of specialization and at least 20 credits earned at CSU, and after a review by the student's graduate committee that testifies to the student's readiness for thesis work, the student may register for credit in thesis research for the purpose of initial planning and exploration (in order to identify a thesis topic or direction). A formal proposal is not necessary at this stage unless required by the adviser. After this initial investigation, the student may, by means of a formal, written proposal accompanied by studio research, seek the approval of the adviser and graduate committee for the projected MFA thesis work. During the initial stages of thesis work there may be some overlap with required course work in the area of specialization.

FINAL EXAMINATION PROCEDURES

The student is responsible for scheduling the final examination and should consult with the adviser and graduate secretary for an appropriate date and time to coordinate with Graduate School deadlines (see website). A two-hour period should be scheduled for the final examination to allow for discussion by the committee following the oral exam. At the discretion of the committee, the final examination may be both oral and written. In the semester prior to the examination the student should consult with the adviser about the nature of the examination. Passing of the final examination requires a majority vote of the graduate committee, with the adviser serving as chair. A candidate who fails the final examination may be reexamined once, and typically is required to carry out further work prior to reexamination may be required to carry out further work. University regulations require that both the student and the student's graduate committee be informed about the nature of the examination at least one week prior to the examining date; more advanced notice is recommended. It is the student's responsibility to obtain the GS 24 prior to the examination and return it to the Graduate School **within two working** days after the necessary signatures have been obtained.

University Art Museum

MFA Exhibition Policy

1. The University Art Museum, at the University Center for the Arts, will organize and install one MFA Exhibition per academic year, to be held in the spring semester.
2. The MFA Exhibition will include work from all graduate students, completing their degree in December or May of that academic year, who choose to participate. In accordance with the Graduate Handbook, students may also elect to exhibit at another venue if approved by their committee.
3. The MFA Exhibition will be scheduled in the Hoffert Gallery. The Museum may schedule a concurrent exhibition of works on paper from the permanent collection in the Intimate Gallery. Should additional space be needed, either due to the number of students exhibiting or the nature of the work, the Intimate Gallery may be used for the expansion of the exhibition. The final decision on the use of the Intimate Gallery will be determined by the museum staff.
4. The Department of Art and Art History Graduate Committee will appoint one member to act as a faculty liaison between participating students and the Museum staff and to insure that all due dates are met. This member will be appointed for a 2-3 year term.
5. MFA Exhibition exhibitors will be required to sign a commitment form, confirming their participation and compliance with this policy, by October 1 of the fall semester prior to the exhibition. This form must also be signed by the student's faculty advisor/committee chairperson.
6. Participating students will be supplied with an exhibition timeline and will be expected to adhere to all due dates on the timeline. A sample timeline is attached to the end of this policy. These due dates will include the following:
 - a. Each participant will deliver, for publicity and the invitation, one image of a work that will be exhibited, in the required photographic or digital format.
 - b. Each participant will prepare an Artist's Statement, of approximately 100-150 words to be edited by the museum staff for space and coherence. Students will have the opportunity to approve edited copy by a specific deadline. If students do not meet this deadline edited versions will be used.
 - c. Each participant will sign-up for a studio review of potential work for the exhibition with the Museum staff on the sign-up sheets posted in the Department of Art and Art History. Students are strongly advised to have reviewed this work with their advisor/committee previous to this meeting and the advisor may attend the meeting. Work should be presented in as complete a fashion as possible.
 - d. Each participant will complete University Art Museum incoming loan forms for all works included in the exhibition.
 - e. Each participant will deliver works of art to the Museum and will remove works from the Museum on assigned dates.

7. The Museum will make efforts to accommodate and store works of art from December graduates before the exhibition if necessary.
8. The Museum will provide the following for each exhibition, contingent on budget:
 - a. Printed Announcement (the Museum will not mail this announcement, but will provide copies to participants for dispersal)
 - b. E-invite Announcement
 - c. Reception
 - d. Inclusion in calendars and publicity
9. The contents of the exhibition will be determined by the participating student, the student's advisor, and the Museum staff. Selections will either consist of the body of work/thesis, or a selection from the body of work/thesis that best represents the artist's intentions, contingent on available space. Due to space restrictions final selections of work for installation will be determined by the Museum staff and the Museum has final authority on all placements and selections.
10. The Museum staff will coordinate installation of all works. Works consisting of installations may be erected by the artist. The Museum will supply basic installation hardware and gallery wall paint. Use of other supplies is the responsibility of the artist.
11. All works of art included in the exhibition must be delivered to the Museum completed, dry, and ready to install. Major fabrication tools (sanders, saws, etc.) and drywall fabrication are not permitted in the Museum. No silicone, glue, or any kind of adhesive may be used on the Museum floors. The Museum staff must be informed, in advance, of any unusual media and has the right to deny exhibition if the works potentially endanger other works in the gallery or the safety and health of gallery visitors. The use of any "nontraditional" art materials such as organic or toxic materials, human subjects, animals (dead or alive), will require notice and prior approval. The Museum does not permit works that include large accumulations of water, chemical substances, open flames or items that emit vapors.
12. The University Art Museum will abide by all CSU, State and Federal laws regarding non-discrimination policies for exhibition content. The University Art Museum will also follow the guidelines of the American Association of Museums regarding legal and ethical collection and exhibition stewardship practices, including compliance with NAGPRA laws, endangered species laws, and unlawful appropriation of objects.
13. Any works of art which require activation must be accompanied by step-by-step written instructions and an artist contact number in the event of problems. Participants are responsible for any additional costs associated with these works such as replacement projector bulbs, batteries, audio/visual cables, etc.
14. The Museum cannot make transactions of student artwork. If you would like to sell your work please provide contact information so that potential buyers can contact you directly. Works of art that are sold cannot be removed from the exhibition before the closing date.
15. The Museum is no longer actively collecting works of art from MFA students. The Department of Art and Art History will determine if the Department or individual

areas will continue to collect graduate student work. These collections will not be stored at the Colorado State University Art Museum.

Sample Timeline

October 1 – Commitment forms signed by student and advisor/committee chairperson

Early November – December graduates arrange studio visits with Museum staff

December 1 – Digital image for publicity due (image must be 300 dpi)

January – Participants considering unusual media or installation based format must inform Museum staff

February 1 – 100-150 word artist statement due (electronic document sent to Museum Director)

Mid – late February – Studio visits

March 1 – Loan forms due to Museum Collections Manager

One week before installation – Works delivered to Museum

Late March – mid April – Installation and Opening of Exhibition

June – Exhibition closes and students pick up work

DOCUMENTATION OF THE THESIS EXHIBITION

Refer to the Graduate School website for the exact format.

Documentation of the thesis exhibition should be suitable to the nature of the project, the purpose being to form an appropriate record, in manageable form, of the work created. In most cases, this would consist of a color photographic record, of the art work and a catalog listing that fully identifies the pieces that constitute the thesis project, accompanied by a written abstract as required by the student's adviser and graduate committee.

The responsibility for creating this document rests with the student in consultation with the student's adviser. Financing of the document is the responsibility of the student unless area funds are approved by the area coordinator. The finished document must be approved by the student's adviser and committee as well as the Graduate School. The documentation of the thesis exhibition is deemed unacceptable by any of the above, the document is returned to the student for corrections that must be completed and reviewed again for acceptance prior to graduation.

Your thesis or dissertation must be submitted and approved by the published [deadline date of your graduating term in order to graduate in a given semester.](#) Your thesis is to be submitted electronically. Please consult the Graduate School website for specifications on the correct procedure. When the thesis contains tangible objects (paintings, prints, etc.), the document must include at least one high-resolution black and white or color image of each work in the exhibition, with representative details. Image formats should be reviewed with student's adviser. Caption information and image lists should be reviewed with the area adviser, to ensure complete descriptive information written in styles consistent with professional journals or other appropriate formats:

1. Title of work
2. Year
3. Dimensions
4. Media, materials, and techniques

A copy of the thesis abstract must be included with the document. Any additional material required by the student's graduate committee or adviser must be included in the document.

One copy of a thesis notebook is required for the Department of Art and Art History and must include all of the above plus at least one image of every piece in the exhibition. This copy must be enclosed in a hardback binder and should include the area research project and art history research.

Binder specifics:

1. Black
2. ½" to 1" thick 3 ring binder
3. Label slot on spine
4. Pages in archival plastic protectors

Unless otherwise determined by the adviser, **one complete set of images and a copy of the written thesis abstract are also required by the area of specialization.**

Thesis Checklist:

- _____ One copy to be submitted to the Graduate School electronically.
- _____ One copy, captioned images and compact disk for the Department of Art.
- _____ One copy, with captioned images and compact disk area of concentration, submitted to the adviser.

REQUIREMENTS FOR GRADUATION

All of the following documents should be in the student's file in the Art Department office before the final semester.

1. Equivalency Checksheet (when appropriate)
2. Graduate Petitions for 300-level Studio Courses (when appropriate)
3. First Semester Candidate Review Form (when appropriate)
4. GS Form 6 (Program of Study)

The Graduate School list of deadlines and requirements is printed at the start of the semester and distributed to students nearing graduation. The following are required for graduation:

By the end of the 6th week of the final semester:

1. GS 25 - Application for Graduation
2. GS 9 - Change of Committee Form, if applicable

By the 11th week of the final semester:

1. GS 24 - Report of Final Examination Results
2. Thesis - two unbound copies with images
3. Grades for incompletes.

By the last day of classes during the final semester:

1. Art history paper (one copy to instructor, one to the department office)

2. Thesis (**one copy for the library, one copy with slides in binder for the Department of Art and one copy with images for area of specialization, if required**)

Students failing to complete all requirements for graduation by the deadline for the graduation term will be required to submit a new GS 25A by the application deadline for the new graduation term. (Re-apply online)

THE CULMINATION

Two copies of thesis and graduate documents organized in black hardback binder, to be filed in the Department of Art office and within the area of concentration. Must include:

1. Written abstract
2. Any other written exhibition documentation
3. Professional quality printed images of thesis work
4. List of pieces and sizes of work in show
5. CD of thesis work
6. Art history research paper
7. Area research project

VACATING GRADUATE STUDIOS, CLEANUP AND KEY RETURN

Graduate studios are to be vacated and cleaned by the end of the semester in which a student graduates.

All art, personal furniture and other materials are to be removed. CSU cannot accept responsibility for items left by graduating students.

Walls, floors, etc., are to be cleaned or repainted; all personal property must be removed so that the studio is ready for the next student or a damage fee will be charged. Area coordinators will survey the studio to see that this cleaning has occurred by the end of the week following graduation. Time extensions must be by permission of the area coordinator.

Key return is the responsibility of the graduate student and should be coordinated through the department office. Return your keys to the graduate secretary.

MFA DEGREE CHECKSHEET

Name: _____ I.D. #: _____ Concentration: _____

A. AREA OF CONCENTRATION REQUIREMENTS

Total minimum credits: 30.

Studio Problems	Term	Credits	Thesis	Term	Credits
<u>ART575</u>	_____	_____	<u>ART699</u>	_____	_____
<u>ART575</u>	_____	_____	<u>ART699</u>	_____	_____
<u>ART675</u>	_____	_____	Total: _____	(9 minimum)	
<u>ART675</u>	_____	_____			
(18 minimum)					
Independent Study	Term	Credits (3 required)			
<u>ART695</u>	_____	_____			

B. STUDIO SEMINAR REQUIREMENTS

Total minimum credits: 6

	Term	Credits
<u>ART 696I</u>	_____	_____
<u>ART696I</u>	_____	_____

C. ART HISTORY REQUIREMENTS

Total minimum credits: 12

Term	Course	Credits	Term	Art History Seminar	Credits
_____	<u>ART510</u>	_____	_____	<u>ART 592</u>	<u>3</u>
_____	_____	_____			
_____	_____	_____			
		Total: <u>9</u>			

D. ELECTIVES

Total minimum credits: 12

Term	Course	Credits	Term	Course	Credits
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

