

DEPARTMENT OF VISUAL ARTS

Graduate Student Guidelines and Requirements

1. Upon acceptance, candidates must meet with the major advisor to discuss the individualized program of study leading to the degree.
2. Candidates must file the study plan, Program Plan with the Office of Graduate Studies within the first term of attendance—ideally before the first registration.
3. All candidates are expected to declare their major. We discourage “special adult” status for acceptable progress and for appropriate identification with the program and its faculty.
4. In consultation with the major advisor, candidates must select their graduate committee, typically 2 instructors, and call a meeting of that committee within the first semester of attendance as well as each succeeding semester of attendance. Candidates should bring with them, recent work for discussion, and/or be prepared to discuss the core ideas behind their plan for graduate work.
5. Candidates must meet with the committee at least once each semester to update progress; more frequently if requested by the committee. This includes discussion of studio work, and in art history, art education or art therapy, a discussion of general ideas for thesis research.
6. All graduate students are encouraged to enroll in and attend Graduate Seminar early in their graduate study experience. It is offered every fall semester and in odd- numbered summer sessions.
7. Candidates whose degree work requires an exhibition are expected to schedule the gallery date well in advance. Commonly, gallery scheduling is a semester in advance or longer. It is the candidate’s responsibility to secure the appropriate date, in their particular circumstances. The Department publishes and distributes a gallery calendar, but it is expected that candidates will handle their own news releases. Check with the advisor for publicity suggestions. Off-campus exhibition arrangements must be approved in advance with the candidate’s committee. Studio candidates must discuss readiness for exhibition with the advisor and committee before making final plans.
8. Candidates for the MA degree in Visual Arts must meet the department requirement for research;
 - Candidates for a studio degree meet this requirement with an exhibition and supporting paper. The paper includes a personal statement, a conceptual critique of the ideas involved, and research from historical sources relative to those ideas and techniques, and an overview of the work in the exhibition.
 - Candidates for a graduate degree in art history, art education or art therapy plan and complete a Masters Paper (Art Therapy) or thesis (Art History). The Masters Paper or thesis generally include an abstract or brief overview, and the body of

the work. It must include an appropriate bibliography and citations. The Masters Paper or thesis proposal must be discussed with, and be approved by, the candidate's advisor and committee before the work begins. The Masters Paper or thesis must be submitted in acceptable form and must be in length, appropriate to the resolution of the thesis problem. Consult your Advisor as to specific formats (i.e. APA or MLA) and regulations as each discipline follows different guidelines

9. Candidates must be prepared to submit a preliminary outline for the supporting paper or for the Masters Paper or thesis well in advance of expected graduation. The paper, in its preliminary form, must be acceptable to members of the graduate committee.
10. The Masters Paper or thesis, in its final form, must be submitted a minimum of two weeks in advance of the final scheduled committee meeting. The supporting paper must be submitted a minimum of two weeks prior to the final committee meeting. The meeting must be held while the exhibition is on view.
11. Following the final meeting, and upon approval of the committee, the Masters Paper, thesis or supporting paper must be commercially hard-cover bound. The cover must identify the candidate's name and thesis title. Bound within, the signed approval document from the committee, the body of the paper, and finally, in the case of studio degrees, slide sleeves with slides, JPEGs of artwork within the paper or a CD that document the thesis exhibition. For studio candidates, one bound copy is required. Candidates in art history, art education and art therapy must submit three hard bound copies (two are submitted to the Graduate Office for deposit in Jim Dan Hill Library, and one for the Visual Arts Department). Ask to see Masters Paper or thesis examples in the Visual Arts Department Office or Jim Dan Hill Library.
12. Upon approval of the final document, candidates must apply for graduation and discuss with faculty, the disposition of outstanding incompletes or other obligations to the department.

ALL REQUIREMENTS AND EXPECTATIONS FOR ANY OF THE VISUAL ARTS GRADUATE DEGREES ARE OUTLINED IN THE GRADUATE CATALOG. COMPLIANCE IS THE RESPONSIBILITY OF THE CANDIDATE, NOT OF THE MAJOR ADVISOR, COMMITTEE OR DEPARTMENT OF VISUAL ARTS. IT IS THE RESPONSIBILITY OF THE CANDIDATE TO MEET THE UNIVERSITY'S REQUIREMENTS FOR GRADUATION. CHECK WITH THE OFFICE OF GRADUATE STUDIES TO MAKE CERTAIN REQUIREMENTS HAVE BEEN MET