

## **DEPARTMENT OF VISUAL ARTS**

### **Graduate Student Guidelines and Requirements**

1. Upon acceptance, candidates must meet with the program advisor to discuss the individualized program of study leading to the degree.
2. In consultation with the advisor, Candidates must complete a Program Plan and file it with the Office of Graduate Studies within the first term of attendance—ideally before the first registration.
3. All candidates are expected to adhere to the concentration they were admitted under. To change Program areas a new application must be submitted. No credits before acceptance may be counted towards the degree. No more than 9 credits are allowed beyond degree requirements.
4. In consultation with the program 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 the masters paper or thesis or research.
6. All graduate students are encouraged to enroll in and attend Graduate Seminar early in their graduate study experience with the exception of art therapy students who should enroll in their second year of attendance.
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. The Department maintains a gallery calendar, but it is expected that candidates will handle their own news releases. 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, 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), or a combination of exhibition and supporting paper (Art Education). 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.
  - It is the responsibility of the candidate to meet with the program advisor for all specifics of the terminal project in their concentration
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 will be submitted by the Advisor to [Minds@Uwsuper](mailto:Minds@Uwsuper) .
  12. Upon approval of the final document, candidates must file 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