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Revision Date:
July 31, 2013

Purpose:
This handbook was prepared in order to establish a reference source for matters concerning the M.F.A. Program at Texas Tech University. The instructions and procedures found in the graduate catalog are not repeated in this handbook. It is the responsibility of each graduate student enrolled in the M.F.A. Program to become familiar with all pertinent information disclosed in the Texas Tech graduate catalog.

Review:
This handbook will be reviewed annually by the M.F.A. Faculty and recommended revisions will be updated by the M.F.A. Coordinator.
# ENTRANCE QUALIFICATIONS

The Master of Fine Arts degree (M.F.A.) is the recognized terminal degree in the practice of art. It is offered with a major in art and requires a minimum of 60 semester hours of graduate work.

Specialization is possible in the areas of ceramics, jewelry design and metalsmithing, painting, photography, printmaking, or sculpture. Admission to the Master of Fine Arts program normally presumes that students hold a Bachelor of Fine Arts degree in Studio Art. A graduate preview committee, composed of three graduate faculty members in the School of Art, will examine a portfolio of the student’s work and hold a personal interview, if feasible, with each student who meets the minimum entrance requirements of the Graduate School. On the basis of these examinations, recommendations will be made concerning acceptance to the M.F.A. program. The faculty committee will determine and prescribe any leveling work to be completed before or after acceptance.

## DEGREE PROGRAM REQUIREMENTS - 60 Semester Hours Minimum

<table>
<thead>
<tr>
<th>ART CORE</th>
<th>REQUIRED COURSES:</th>
</tr>
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<tbody>
<tr>
<td>(6 semester hours)</td>
<td>ARTH 5309, Theories of Contemporary Art.</td>
</tr>
<tr>
<td></td>
<td>ART 5202, Art Seminar (Professional Development and General Topics).</td>
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<td>ART 5102, Teaching Studio Art in Higher Education</td>
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</table>

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<thead>
<tr>
<th>STUDIO ART</th>
<th>PRIMARY EMPHASIS</th>
<th>Consists of a minimum of 21 semester hours in one area of studio specialization.</th>
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</thead>
<tbody>
<tr>
<td>(33 semester hours minimum)</td>
<td>SECONDARY EMPHASIS</td>
<td>Consists of a minimum of 12 semester hours in one studio area, excluding the primary area of emphasis.</td>
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</tbody>
</table>

| ART HISTORY | Requires a minimum of 6 semester hours of graduate Art History courses. The remaining 6 hours can be selected from additional Art History and/or other courses within or outside the School of Art. These hours can also be used as electives (see below). All M.F.A. students must complete a minimum of 18 semester hours of Art History through a combination of undergraduate and graduate courses. Students entering the program with 18 or more semester hours of Art History at the undergraduate level will still be required to complete a minimum of 6 semester hours of graduate Art History. (For MFA students whose primary or secondary area is Photography, ART 3319, Photographic Arts of the 19th & 20th Centuries may be taken as a 7000 Research Art History course with the consent of the instructor.) |
| (6-12 semester hours) |

| ELECTIVES | A student may select electives either from within or from outside the School of Art. Elective courses must be selected in consultation with the advisory committee. |
| (3-9 semester hours) |

| M.F.A. REPORT/STATEMENT | ART 6301A. The student will be responsible for a written statement signifying independent research concerning the student’s artwork and pertinent matters therein. The student is also responsible for a formal image/verbal lecture relative to the student’s artwork. Both will be conducted under the supervision of the student’s advisory committee. The student’s oral examination immediately follows the lecture. |
| (3 semester hours) |

| M.F.A. REPORT/EXHIBITION | ART 6301B. The student will be independently responsible for a one-person show which will be specified as a Master of Fine Arts Exhibition. The student will complete a slide documentation of the show, which will be included in the M.F.A. Report. The student will schedule a meeting with the M.F.A. Advisory Committee during the exhibition. The meeting is held in the gallery and will be considered a “Final” examination. |
| (Prerequisite: Completion of 6301A) |

A.2
LEVELS OF ENROLLMENT

The incoming student, who has been accepted by the Graduate School and the School of Art, will be informed of one of the following levels of acceptance:

1. **Accepted.** The student has met all requirements and is permitted to enroll in graduate classes. *

2. **Accepted with Conditional Status.** The student is permitted to enroll in graduate classes and is advised that another preview will take place at the end of the first semester. At that time it will be determined if the accumulated graduate credits will apply to the degree plan or will be considered as leveling.*

3. **Accepted with Graduate Leveling Work.** The student is permitted to enroll in graduate classes with the accumulated hours not applicable to the degree plan. *

4. **Accepted with Undergraduate Leveling Work.** The student will be assigned a certain number of undergraduate hours to complete in preparation for an additional graduate level preview.

*In some cases a graduate student, whether in leveling or not, will be assigned to meet during an undergraduate class.
NON-DEGREE STUDENT ENROLLMENT

Non-Degree Student
A non-degree student is considered by the Graduate School to be an at-large graduate student, therefore not officially a student in the M.F.A. program.

All non-degree students are responsible for information relating to that status as explained in the graduate catalog. Since all M.F.A. courses require department approval prior to enrollment, all non-degree students must submit a portfolio of work to a preview evaluation before registration. The result of that preview will follow the aforementioned “levels of enrollment” guidelines. Non-degree students who intend to seek candidacy for the M.F.A. degree will be required by the department and the Graduate School to obtain acceptance without delay.

The Graduate School's Guidelines
Admission to a nondegree program is not a guarantee of admission to a graduate degree program at a later date, nor does it guarantee that credits earned in a nondegree program will count toward a graduate degree. Four categories of nondegree admission are available to all students except for F-1 visa holders:

- **PGRD (Post Graduate)**—PGRD category is for students who have earned an undergraduate degree and desire to take only undergraduate courses. In this status, a student may register indefinitely as a nondegree graduate student but may not be appointed to teaching assistantships or research assistantships. Students in this category may not register for graduate courses.

- **GTMP (Graduate Temporary)**—A student in this category is considered a temporary nondegree student and may enroll for only 12 hours.

- **CERT (Teacher Certification), FCSC (Teacher Certification/Human Sciences)**—A student who desires to earn certification through the College of Education or the College of Human Sciences may apply for this type of nondegree status. Graduate courses may be taken, but if the student wishes to pursue a degree at a later time, only 12 graduate hours completed before admission to a degree program can be counted toward a degree. The student must also apply through the College of Education or the College of Human Sciences, in addition to Graduate Admissions.

- **CPED (Continuing Professional Education Development)**—CPED is designed to meet the needs of professionals such as engineers, certified public accountants, architects, social workers, teachers, and others who require continuing professional educational development. In addition to applying to Graduate Admissions, students must request permission for this nondegree status from the graduate advisor or faculty administering the program in their department. The GRE will be waived as long as a GPA of 3.0 or greater is maintained as a nondegree student.

In addition to the Graduate School’s guidelines, all nondegree students must comply with those of the School of Art, namely department approval prior to enrollment in a graduate class. These regulations apply to students with a B.F.A. from Texas Tech University who wish to enroll as a graduate student in the M.F.A. Program in any capacity. This requires that the student must make formal application, which includes a preview by a committee of graduate studio faculty from the primary area of studio emphasis and the secondary area of studio emphasis.
GRADUATE CERTIFICATE IN ART HISTORY, CRITICISM, AND THEORY

Students enrolled in the MFA in Studio Art have the opportunity to supplement that degree with a Graduate Certificate in Art History.

What is a Graduate Certificate?
Texas Tech University offers a variety of Graduate Certificates. For a current listing, see [http://www.depts.ttu.edu/gradschool/programs/gradcert.php](http://www.depts.ttu.edu/gradschool/programs/gradcert.php). A graduate certificate program is a set of courses (usually five) that provides in-depth knowledge in a specific subject. The group of courses provides a coherent knowledge base, but is not equivalent to a graduate degree in a subject. The graduate certificate is a means to obtain formalized credit for completion of a body of coursework. In contrast, courses completed for a minor within a degree program are credited on the transcript, but the name of the minor is not recorded. Those who complete a certificate program receive a certificate of completion, and transcripts record the certificate.

The Graduate Certificate in Art History, Criticism, and Theory
The School of Art offers a Graduate Certificate program in Art History, Criticism, and Theory (GCAHCT). This provides a knowledge base in art history and its affiliated areas of art criticism and art theory. The certificate program comprises a minimum of 15 semester hours of graduate work that includes 6 semester hours of required courses (ART 5309 and 5316) and 9 semester hours of other courses in art history and criticism chosen in consultation with the GCAHCT advisor. For further information, see [http://www.depts.ttu.edu/ART/SOA/nav/grad/cert.php](http://www.depts.ttu.edu/ART/SOA/nav/grad/cert.php).

The application and administrative steps required for the Graduate Certificate
Students who are currently admitted to the Graduate School at TTU do not have to re-apply to the Graduate School. The following is the process:

1. Apply to the GCAHCT by contacting the Coordinator (Dr. Tate) and completing an application form. This will ask for transcripts of undergraduate and graduate study so that a list of existing art history coursework can be compiled. All graduate art history credit, if passed with a B or better, will be applied to the 15 hours required for the Certificate. This includes graduate courses taken as a part of the MFA degree program or as a minor.

2. The GCAHCT Coordinator will help students complete a form required by the Graduate School called “Request to Change Current Study Objective.” This lets the Graduate School know of the students’ intention to add a study objective, in this case the Graduate Certificate, to the existing enrollment in the MFA program.

3. In consultation with the student, the GCAHCT Coordinator files a “certificate plan” with the Graduate School. This lists the courses that will be required for completion of the Certificate, including any required “leveling.”

4. By the official date for filing the Intent to Graduate (for the MFA), the student also files with the Graduate School an “Intent” to complete the Certificate.

The Graduate School issues the certificate after the three steps above and when all courses have been completed satisfactorily.
MFA PROGRAM ACADEMIC STANDARDS
(Effective Fall 2011 for New M.F.A. Students)

Graduate Credits are allowed for courses completed with grades of A, B, and C; however, **only courses completed with grades of A or B in Studio Art and ARTH 5309 Theories of Contemporary Art may be applied towards the completion of requirements for MFA Program.** If a student earns one or more D’s or F’s, he or she must meet with primary studio faculty and MFA Coordinator. This group will recommend appropriate action, which may include probation or suspension by the School of Art. (Note: When a student receives a grade below B in Theories of Contemporary Art, the student must re-take the class.)

**Academic Probation and Suspension Policy from the University Catalog (OP 64.04):**
Student’s whose **cumulative** GPA falls below 3.0 are placed on academic probation and have two consecutive semesters to raise their cumulative GPA to at least 3.0. If their semester GPA drops below 3.0 during the two-semester period, students are subject to suspension. (Students placed on suspension are required to remain out of the Graduate School for one semester. Summer sessions and/or trimester count as one semester. In accordance with OP 64.07, any student who has been suspended must appeal to the Graduate School if reinstatement is desired. A student who is suspended twice will not be allowed to return to the Graduate School.)
ACADEMIC DISPUTE PROCEDURE

Graduate students wishing to pursue a complaint related to substantive academic issues must observe the following procedural chain of notification. The student discusses the complaint with the unit's Graduate Advisor or degree program Coordinator (the student can proceed directly to Chair or Director if the Graduate Advisor / program Coordinator is a party named in the complaint). If the matter is not resolved at this stage, the student discusses the complaint with the Chair or Director, who issues a summary judgment. (If the Chair or Director is involved in the complaint, the student contacts an Associate Chair or Director of the unit.) Should the student be dissatisfied with the outcome, he/she notifies the Chair, Director, or Associate and requests a hearing by the GAC. The unit administrator then confers with the Dean of the CVPA or Associate Dean charged with graduate and faculty issues to ascertain whether the dispute meets criteria for a hearing by the GAC.

The Associate Dean charged with this responsibility ordinarily requests GAC service from (in order of preference) appropriate faculty members from the home unit identified in consultation with the Chair or Director, members of the CVPA Graduate Committee, CVPA Awards & Research Committee members, and/or other qualified faculty members in the CVPA. In consultation with the Chair or Director, the dean's representative invites a graduate student to participate as a fully-functioning GAC member. The GAC issues the final decision in this process of complaint through departmental channels of communication. (For additional information, see CVPA >>> For Students >>> Graduate >>> Academic Disputes & Appeals, or http://www.depts.ttu.edu/cvpa/students/AcademicDisputes&Appeals.asp) Students deviating from the departmental process shall receive written reprimand at the first infraction; the second may result in disciplinary action, up to and including suspension from the program.

Students remaining dissatisfied have the option of filing a formal Appeal or Grievance using the procedures discussed in OP64.07, Graduate Student Appeals.
B. REGISTRATION AND ADVISEMENT

1. General Information: Registration and Advisement
2. General Information: Degree-in-Progress Changes
3. Unofficial Degree Plan
4. MFA Sample Degree Outline
5. Semester by Semester Schedule
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8. Guidelines for Junction Summer Credits in the MFA Degree Plan
9. Advisory Committee Information
10. Committee Request Guidelines
11. Advisory Committee Request Form
12. End of Semester Reviews
REGISTRATION AND ADVISEMENT

Registration and Advising
All students are responsible for information regarding fee payments, add and drop regulations, and general registration procedures as explained in the graduate catalog.

Entering students. All students new to the program will be assigned a committee of two (whenever possible) faculty members from their respective primary studio area. The students will consult with the M.F.A. coordinator during registration week prior to the beginning of the semester. They will then be directed to their committee members who will advise and approve the first semester’s requested schedule. The signed approval form will be brought back to the M.F.A. coordinator who will complete the advising process for each new student.

Subsequent Advising. After the first semester, an advisory committee consisting of MFA faculty from the student’s primary and secondary studio areas will be assigned. Each student will be given a form to be completed and signed by the advisory committee, listing all courses required for the next semester. The M.F.A. coordinator will complete the advising.

ENROLLMENT POLICIES

1. M.F.A. students will be required to enroll in a course of their primary studio area each semester.

2. Students must be enrolled for a specific course in order to use the studio facilities associated with that area. (e.g. ART 5328 Graduate Printmaking to use the printmaking facilities).

3. The department policy for enrolling in scheduled classes and/or independent study classes specifies that the scheduled classes are to have first priority.

4. In the primary area of studio emphasis a minimum of 15 hours must be taken in scheduled classes within the discipline. In the secondary area of studio emphasis a minimum of 6 hours must be taken in scheduled classes within the discipline.

5. Students who request to enroll in a studio class other than in their primary or secondary studio areas will need the approval of the instructor of that class prior to registration advising.
M.F.A. COORDINATOR

The M.F.A. Coordinator will distribute the necessary materials to all MFA students prior to the advising sessions. Also, the Coordinator has the responsibility for additional advising if necessary. At each advising session, the Coordinator will update the two forms used to keep a record of the student's progress:

1. The “Unofficial Degree Plan” which includes the student’s accumulated hours organized by required courses in the degree plan; and
2. The “tentative semester by semester schedule” which lists the student’s accumulated hours each semester.

These records constitute a reference source on file in the M.F.A. Coordinator’s office. It is recommended that each student also maintain a record by completing the forms found in this handbook (pp B.4 & B.6). Following the session with the Coordinator, it is the student’s responsibility to schedule a session with the Academic Program Assistant to complete the registration process.

DEGREE-IN-PROGRESS CHANGES

A student is expected to enroll and complete course work in his or her designated primary studio area for at least the first two semesters at Texas Tech. Only then will consideration be given to a possible change of major emphasis.

All degree-in-progress changes in the student’s primary or secondary studio areas must have the approval of the advisory committee and/or members of the faculty from the involved studio areas. Specifically, any M.F.A. candidate who wants to change her or his primary area of studio emphasis within the M.F.A. program must make formal application for admission to the new primary area of studio emphasis, which includes a preview by a committee of graduate studio faculty in the respective area(s).

In the case of M.F.A. students who have not declared a secondary area of studio emphasis or who wish to change their secondary area of studio emphasis, the student must obtain the approval of the graduate coordinator.

If a student is not sufficiently conversant in the secondary area of studio emphasis, she/he will be required to take leveling work in the discipline.

Students must declare the secondary area of studio emphasis prior to the end of the third long semester in the M.F.A. program.
Texas Tech University
School of Art
UNOFFICIAL DEGREE PLAN
M.F.A. - STUDIO ART

R#________________________________

Full Legal Name                           Date

Permanent Mailing Address

_____________________________ Zip________

Present Mailing Address

_____________________________ Zip________

Phone Number (local)____________________ e-mail_________________________________

Degree Held_______ Institution _________________________ Year Conferred________

Degree Being Sought_________ Date of Entering Program_____________________

LEVELING WORK REQUIRED (____Semester Hours of _________________)

(____Semester Hours of _________________)

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<tr>
<th>Course</th>
<th>Sem.</th>
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<th>Instructor</th>
<th>Gr.</th>
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ADVISORY COMMITTEE (Tentative)
___________________________Chairperson (one of your primary area faculty)
___________________________ Member
___________________________ Member
___________________________ Member

EXPECTED DATE OF GRADUATION

___________________________
**UNOFFICIAL DEGREE PLAN - TTU SCHOOL OF ART**

Name______________________________

**ART CORE, 6 semester hours required**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem.</th>
<th>Content</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>ART 5102</td>
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<td>Teaching Seminar</td>
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<tr>
<td>ART 5202</td>
<td></td>
<td>Professional Seminar</td>
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*Theories of Contemporary Art.*

**Primary Studio area,______________________, 21 semester hours minimum**

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<th>Course</th>
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<th>Gr.</th>
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**Secondary Studio area,______________________, 12 semester hours minimum**

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<th>Course</th>
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**ART HISTORY,______________________________, 6 semester hours minimum**

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<th>Content</th>
<th>Instructor</th>
<th>Gr.</th>
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</table>

**ELECTIVES, 3 to 9 semester hours, inside or outside the Dept. of Art**

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<tr>
<th>Course</th>
<th>Sem.</th>
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<th>Instructor</th>
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**Master’s Report 3 semester hours**

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B.4
TTU SCHOOL OF ART: MASTER OF FINE ARTS SAMPLE DEGREE OUTLINE

Note: this is a sample degree outline only. Student's actual degree plans vary depending on the number of undergraduate Art History hours taken, specific undergraduate degree completed, and interests. Actual degree plans are to be developed in close consultation with faculty in the student's primary studio area, the MFA Graduate Coordinator, and the Academic Advisor. The MFA in Studio Art is a 60-hour minimum degree.

Semester 1
ART 53** Graduate course in your Studio Primary area
ART 53** Graduate course in a possible Studio Secondary area OR Elective OR possibly an independent Advanced Studio 2-D/3-D (ART 5304/5305) with faculty in your primary area
ARTH 5305, 5308, 5320, 5335, 5340, 5363 or 5382
ART 5102 Teaching Studio Art in Higher Education (mandatory for TAs) (offered Fall semester only)

Semester 2
ART 53** Graduate course in your Studio Primary area
ART 53** Graduate course in a possible Studio Secondary area
ARTH 5309 Theories of Contemporary Art (offered Spring semester only) OR independent Advanced Studio 2-D/3-D (ART 5304/5305) with faculty in your primary area OR Elective (3 credit hours) if not taking summer course(s)
ART 5202 Art Seminar in Professional Topics
Consider summer course(s) at Junction or on-campus.

Semester 3
ART 53** Graduate course in your Studio Primary area
ART 53** Graduate course in a possible Studio Secondary area
ARTH 5305, 5308, 5320, 5335, 5340, 5363 or 5382 OR independent Advanced Studio 2-D/3-D (ART 5304/5305) with faculty in your primary area
Elective (3 credit hours) if not taking summer course(s)

Semester 4
ART 53** Graduate course in your Studio Primary area
ART 53** Graduate course in a possible Studio Secondary area
ARTH 5309 Theories of Contemporary Art (if not already taken) OR ARTH 5305, 5308, 5320, 5335, 5340, 5363 or 5382 if needed, OR independent Advanced Studio 2-D/3-D (ART 5304/5305) OR Elective
Summer course(s) in primary area at Junction or on-campus if not taking 12 hours at least one regular semester.

Semester 5
ART 53** Graduate course in your Studio Primary area
ART 53** Graduate course in a possible Studio Secondary area OR independent Advanced Studio 2-D/3-D (ART 5304/5305)
ART 6301 Master’s Report

Semester 6
ART 53** Graduate course in your Studio Primary area
ART 53** Graduate course in a possible Studio Secondary area OR Elective
ART 6301 Master’s Report
### TENTATIVE SEMESTER BY SEMESTER SCHEDULE - TTU SCHOOL OF ART

**NAME**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Description</th>
<th>Hrs.</th>
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**COURSE APPROVAL FORM**

TO: MFA Students  
FR: M.F.A. Coordinator  
RE: Course Approval (Complete this form after advising with me.)

Consult with your primary area faculty (your MFA Committee Chair, if chosen) to approve this schedule. For each graduate level Studio and Art History class, you must also obtain the signature of the instructor.

Student Name_______________________________ Date_____________________________

PrimaryStudio__________SecondaryStudio_____________StudentR#____________________

List ALL Courses, with Course # and Title, requested for _____________Semester, 20________

1. List scheduled courses in your Primary, Secondary Studio areas and Art History, and obtain the signature of the instructors for those courses. *(For Independent Study Course, use number 3.)*

<table>
<thead>
<tr>
<th>Course #, Title</th>
<th>Courses Instructor's Signatures</th>
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2. List any elective scheduled courses outside your primary or secondary studio area, other than Art History, and obtain the signature of the instructors for those courses.

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<thead>
<tr>
<th>Course #, Title</th>
<th>Course Instructor's Signature</th>
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3. List any Independent Study courses (all 7000, 5304, 5305) and obtain the signature of the instructor for those courses. You also need a proposal *(See page B.8).*

<table>
<thead>
<tr>
<th>Course #, Title</th>
<th>Course Instructor's Signature</th>
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Signature, MFA Advisory Committee Chair  
(or primary area faculty member)

Signature, MFA Coordinator
PROPOSAL FOR INDEPENDENT STUDY COURSE
(must be completed by the student and signed prior to registering for the course)

STUDENT NAME: _______________________________  SID: R _______________________

DEGREE PROGRAM:  BA  BFA  MAE  MFA  Ph.D.  other

COURSE TITLE: _______________________________________________________________

COURSE NUMBER: ART ___________  SECTION NUMBER: _______  CRN: ___________

SEMESTER/TERM:  Fall  Spring  Summer I  Summer II  YEAR: ___________________

PROJECT OUTLINE: __________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

FORM OF FINAL PRODUCT (paper, artwork, film, interdisciplinary project, etc.): ________________

___________________________________________________________________________

*IF A VARIABLE-CREDIT COURSE, PLEASE INDICATE THE NUMBER OF CREDIT HOURS: ___________

STUDENT SIGNATURE: _______________________________  DATE: _____________________

INSTRUCTOR SIGNATURE: _______________________________  DATE: ___________________

SoA DIRECTOR SIGNATURE: _______________________________  DATE: __________________

ADVISOR SIGNATURE: _______________________________  DATE: ___________________

Xc:  Student, Instructor, SoA file
GUIDELINES FOR JUNCTION SUMMER CREDITS IN THE MFA DEGREE PLAN
(Revised May 2011)

Graduate credit hours taken at Junction in the summer may count toward the primary area, the secondary area, as electives, or as leveling. Hours taken at Junction in the primary area should normally be kept to a minimum, as students are required to enroll in at least three credit hours in the primary area for each of their six regular semesters, which accounts for 18 of the 21 minimum hours in the primary area. The remaining three can be counted from Junction hours, but they are often completed through independent study in the primary area during a regular semester. Any hours in the primary area beyond the 21 minimum hours would have to be counted either as electives or as credit hours beyond the 60 minimum for the degree.

If the studio discipline area is not clear from the course title, faculty teaching the course should inform the student and the MFA Graduate Coordinator of the area in which the credit hours should be counted.

If the instructor teaching a course is not permanent full-time TTU SoA faculty assigned to the studio area, then the area faculty determine whether or not the credits count toward that area requirement. MFA students may take Junction graduate courses taught by adjunct instructors who have the temporary graduate faculty status as advised by area faculty. After completing the course, a review by the area faculty will be in place in the following semester to discuss whether the graduate credits count toward Primary or Secondary areas. MFA coordinator reflects the recommendation from the area faculty into the student’s degree plan.

Leveling courses taken at Junction will be attributed to the appropriate area in the same way as mentioned above, but do not count toward the 60 hours minimum for the degree.
ADVISORY COMMITTEE INFORMATION

Advisory Committee
The student's M.F.A. Advisory Committee is composed of members of the Art faculty and is responsible for approving the student's schedule of courses on a semester basis. The committee will also be responsible for the student's performance in the 6301 (M.F.A. Report and M.F.A. Exhibition) courses.

The committee will consist of two members of the graduate studio faculty from the primary studio area, one of whom will chair the committee, and one member of the graduate studio who from the secondary studio area. In the case of Jewelry Design and Metalsmithing, where there is only one primary faculty, the student in consultation with the chair will choose another member of the 3-D area studio MFA faculty to complete the committee. With the approval of the MFA advisory committee, students may choose, as an optional fourth voting member, any School of Art faculty from whom they have taken at least three credit hours of instruction. In the case of a tie vote, the chair of the committee (from the primary area) breaks the tie. Any additional non-voting committee members will serve at the request of the student and with the approval of the M.F.A. advisory committee.

The chair of the committee has the responsibility of working with the student throughout the masters experience. It is also the responsibility of committee chair to provide communication to the student, to the MFA Coordinator, and to the other members of the committee describing any difficulties, should they arise.

The “Advisory Committee Request” form will be distributed at the beginning of the student's third semester of enrollment. The student will have the form signed by the proposed committee members and return it to the coordinator by the end of the third semester of enrollment.
COMMITTEE REQUEST GUIDELINES
(Revised May 2012)

1. MFA students should form their MFA committee by:
   a. Consulting with the MFA coordinator in September or February of their third semester in the MFA program

   b. Upon consulting with the MFA coordinator, asking the appropriate faculty to serve on their committee (including the committee chair)—this should be completed by the end of October or March of their third semester in the MFA program

2. See B.10 for the composition of the committee.

3. Changes in the MFA Advisory committee membership.
   If a student wants to change, add to, or recompose an MFA committee, on the rare occasion when it becomes necessary, the student must do the following:

   a. Meet with the MFA coordinator and discuss the reasons for the adjustment of the committee membership.

   b. The MFA coordinator informs and meets with the faculty involved in the proposed adjustment (both faculty who would leave and those join the committee), if appropriate, the MFA committee chair, to discuss the viability of a change—all agree on an action that is in the best interest of the student. Once the faculty involved and MFA coordinator come to an agreement regarding an adjustment of the committee or the decision not to allow an adjustment, the principles (MFA coordinator and involved faculty) should meet with the student and inform her/him as to the decision—if a change is required, it must be implemented at that time.

   c. Changes in the committee structure can occur after the completion of the fourth semester of the MFA program only when initiated by a faculty member on the committee and only in exceptional cases.
By the end of October or March of your third regular semester you should form your advisory committee, the purpose of which is to advise you relative to course loads, et al.

The committee approves your schedule for each semester and notifies the M.F.A. Coordinator of that approval via the Course Approval Form (See B.7).

Additionally, the committee is the advisor for your 6301A and 6301B courses. The paper and lecture are primarily a scholarly investigation of your MFA studio work. Therefore, the committee will be composed of people who are familiar with your work and who are members of the graduate faculty.

Your committee will consist of two members of the graduate studio faculty who are of your primary studio area (please choose one of these to chair your committee) and one member of the graduate studio who is of your secondary studio area. In the case of Jewelry Design and Metalsmithing, where there is only one primary faculty, the student in consultation with the chair will choose another member of the 3-D area studio MFA faculty to complete the committee. With the approval of the MFA advisory committee, students may choose, as an optional fourth voting member, any School of Art faculty from whom they have taken at least three credit hours of instruction. In the case of a tie vote, the chair of the committee (from the primary area) breaks the tie. Any additional non-voting committee members will serve at the request of the student and with the approval of the M.F.A. advisory committee.

Please select your committee and your chairperson as soon as possible. If they agree to be on your committee, have them sign where indicated (below) and return the form to me.

Thank you,

MFA Coordinator

Name __________________________________________________________
Primary Studio Area ____________________________________________
Secondary Studio Area __________________________________________

Committee Signature of Committee Members
Primary Area______________________ (Chair) ____________________________
________________________________________
Secondary Area ________________________ ____________________________
Other(s)_____________________________ ____________________________

Please return as soon as possible.
END OF SEMESTER (E.O.S.) REVIEWS

All full-time M.F.A. students will undergo E.O.S. Reviews at the completion of each semester except the semester prior to enrolling in 6301 B. These reviews are intended to allow the faculty to become familiar with the development of all MFA students and, in turn, allow each student to benefit from a diversity of opinions from the total faculty. The reviews are generally of one-half hour length each, and are conducted by the respective faculties.

Any member of the School of Art’s faculty is allowed to attend the reviews. The procedure is as follows:

(1) Brief oral statement by the student.
(2) Questions and comments by the student’s advisory committee members.
(3) Questions and comments by members of the student’s primary studio area faculty.
(4) Questions and comments by other members of the M.F.A. faculty.
(5) Questions and comments from other members of the graduate faculty.

It is suggested that the students prepare a short written statement about their semester’s accomplishments in the studio and present it to the assembled faculty.
C. FACILITIES

1. M.F.A. Studio Assignments, Key Policy, and Building Access/Hours
2.-5. Studio Use Policy
M.F.A. STUDIO ASSIGNMENTS

The available M.F.A. studio areas are assigned to full-time M.F.A. students and are intended to be used solely as a studio facility for activities pertinent to the degree plan.

The spaces are assigned by the M.F.A. Coordinator at the beginning of each fall term. With the advice of members of the studio graduate faculty, the studios are allotted according to space availability, media compatibility, student enrollment status, and continued use. The department will provide studio space for the individual student's primary area of concentration and will provide, if possible, space for the secondary studio area.

e.g. Current 2D graduate course instructors make secondary studio requests after the student declared 2D as their secondary emphasis and his/her work requires additional space in the 2D building.

To retain access to a M.F.A. studio space the student must be enrolled full-time, must continue enrollment in appropriate studio classes, and must use the facility for its intended function. Failure to comply with these guidelines will result in revoking studio privileges.

Copies of the M.F.A. Studio Use Policy will be distributed to all students who have been assigned studios. The studio application form constitutes an agreement on the part of the student to abide by the policy. The student is to return his/her signed form to the M.F.A. Coordinator.

ART DEPARTMENT KEY POLICY

Keys will be issued to graduate students with the written approval of the appropriate faculty or staff member. The Key Authorization and Loan Agreement Policy is available in the Art Office.

BUILDING HOURS AND STUDENT ACCESS

1. Academic Year. Any graduate student wishing to work in the Art and/or Architecture buildings past 10:00), any night, must put his/her name and Student ID number on a list in the Art Office.

2. Holiday/Summer. Use of facilities other than the assigned M.F.A. studio space during the holidays and summer, must be approved by the area faculty member(s).
MEMORANDUM

TO: M.F.A. Coordinator

FR: ___________________________________
   Graduate Student

RE: STUDIO SPACE APPLICATION

I understand that this space will be entered and inspected periodically throughout the year by University personnel without notice to me. The undersigned has read, understands, and agrees to the M.F.A. Studio Use Policy and will abide by it.

*******************************************************************************

GRADUATE STUDENT

Graduate Student Signature____________________________________________

Date:  ________________________________________________________________
PRIVILEGES

After a student is accepted as a candidate to the M.F.A. program in Studio Art, the student becomes eligible to receive a graduate studio space when available. The available M.F.A. studio areas are assigned to full-time M.F.A. students who are currently enrolled in graduate art classes. Studios are provided for the production of art work related to studio courses in which the student is currently enrolled. The space is intended to enhance the student’s course of study while enrolled in the program. The student must use the studio space in a responsible manner being mindful of the studio’s intended purpose. In the case of group studio usage, consideration for others assigned to the space is imperative. The student assigned studio space must be aware of issues regarding health and safety, the volume of music played, visitors, noise levels of equipment, and any other concerns that require mutual understanding or consideration by studio mates, which will affect the quality of the working environment.

APPLICATION PROCESS: NEW STUDENTS

A student who is new to the program may obtain access to the graduate studio space by making application to the M.F.A. Coordinator at the beginning of the Fall term for assignment of a studio space. The graduate studios are assigned by the M.F.A. Coordinator at the beginning of each Fall term. With the advice of members of the studio graduate faculty, the studios are allotted according to space availability, media compatibility, student enrollment status, and continued use. The department will provide space for the individual student’s area of concentration and may provide, if possible, space for the secondary studio area.

APPLICATION PROCESS: RETURNING STUDENTS

A returning student who may wish to change studio locations must submit a request for a studio change to the M.F.A. Coordinator. All requests for a studio change will be considered, but the M.F.A. Coordinator’s decision is final.
RESPONSIBILITIES
(Revised July 2011)

Graduate studio space is provided for M.F.A. candidates as an integral factor in the course of study for the student. With the use of a studio space certain inherent responsibilities on the part of each student are included. The following list of responsibilities will help insure a productive, safe and healthy professional work environment for the student. To retain access to M.F.A. studio space, the student will comply with the following:

1. The individual must be a graduate student pursuing the M.F.A. degree on a full time basis. A part-time graduate student may be assigned space when and if available.

2. The student must continue enrollment in the appropriate studio classes and will use the studio facility for its intended function, i.e. making art. University policy prohibits the use of studios as live-in accommodations.

3. The student may not smoke, or use tobacco products in the graduate studios.

4. The student is responsible for acquainting themselves with ALL TOXIC AND HAZARDOUS MATERIALS relevant to their disciplines within the School of Art. Materials are listed in the MSDS manuals located in each studio within the School of Art. Materials or substances used that are not included in the MSDS manuals will be cleared by the instructor and the Safety Coordinator (if deemed necessary) PRIOR to storage or usage in the studio.

5. Safe, appropriate use and storage of all materials used in graduate studios is the responsibility of the graduate student assigned to the studio space. Solvents are to be stored in flammable storage cabinets. Unlabeled materials used in the studio space are to be immediately labeled with contents and hazards. See the Safety Coordinator for appropriate containers and labels.

6. The Safety Coordinator will schedule safety lectures at the beginning of each fall semester.

7. Each studio will be provided a Fire Extinguisher. See Safety Coordinator.

8. Exit routes to be kept clear at all times.

9. No unsupervised children within the School of Art.

10. Pets are not allowed with the exception of guide animals.

11. The level of music or equipment, which reaches the point of interfering with the use and occupancy of other students, faculty, or staff, is not permitted.

12. School of Art keys must not be duplicated.

13. All items included on the M.F.A. student Exit Form which apply to the student’s individual studio space must be cleared with the M.F.A. Coordinator and the School of Art Director when a student leaves or graduates from the program.
REVIEW AND REVOCATION PROCESS OF STUDIO ASSIGNMENT

The purpose of individual studio and/or group studio space provided the M.F.A. student is to enhance the student’s program of study while at Texas Tech University. Failure to comply with the guidelines of the graduate studio space or abuse of the privileges provided therein will result in a review and potential revocation of the student's continued usage of individual studio space.

Procedures for handling specific problems involving the abuse of graduate studio privileges and responsibilities follow:

1. Should these infractions or abuse of privileges be a violation of University policy, the matter may be turned over to the Dean of Students Office for further review and disciplinary action.

2. In most situations, the M.F.A. Coordinator will attempt to resolve the problem directly with the graduate student involved.

3. Should the infractions or abuse of privileges continue, the graduate student will not be permitted to retain access to the M.F.A. studio space. The graduate student will be notified of this action, in writing, by the M.F.A. Coordinator. The written notice will state the reasons for the revocation of the studio space.

4. The student may, in writing, request a reconsideration of the action where she or he is dissatisfied with the decision. The request for reconsideration should be made within five (5) University working days, from the date the decision was received by the student, to the M.F.A. Coordinator.

5. The M.F.A. Coordinator will review the written request and notify the student of the resulting determination, in writing, within five (5) University working days from the date the request for reconsideration was received by the M.F.A. Coordinator.

6. The student may, in writing, request a reconsideration of the action taken by the M.F.A. Coordinator by submitting the request to the School Director within five (5) University working days of the date the student received the resulting determination from the M.F.A. Coordinator.

7. The Director will review the written request and notify the student and M.F.A. Coordinator, in writing, within five (5) University working days of the decision.

8. Final determination rests with the Department Chairperson, unless the matter has been referred to the Dean of Students Office.
D. GRADUATE ASSISTANTSHIPS

1. Definition of Assistantship Titles, School of Art Assistantships and Scholarships
2. Application Guidelines
3. Graduate Assistantship Guidelines
4. Graduate Assistantship Guidelines
5. Assistantships and Competitive Scholarships Application Form
GRADUATE ASSISTANTSHIPS
(Revised May 2013)

DEFINITION OF TERMS

Graduate Assistant (non-teaching). This title is assigned to a graduate student employed to perform work which utilizes knowledge beyond undergraduate academic studies. The position of Graduate Assistant is intended for graduate students employed in capacities other than teaching or research. Graduate Assistants work under the direct supervision of a member of the faculty or professional staff.

Teaching Assistant. This title is assigned to a graduate student employed in support of the teaching mission of the unit who has not completed 18 graduate hours in the discipline and is not responsible for, or in charge of, a class or class section. Teaching Assistants work under the direct supervision of a faculty member. In consultation with the faculty supervisor, the Assistant works to gain teaching skills and an increased understanding of the discipline.

Research Assistant. This title is assigned to a graduate student employed in support of the research mission of the department, its director, or faculty in laboratory, library, field, computer, or such other activities as may assist the unit’s research effort.

Graduate Part-Time Instructor. This title is assigned to a graduate student who has completed at least 18 graduate hours in the discipline and who may be solely responsible for a class section.

Note: The University may be changing assistantship designations from GPTI to AI “Associate Instructors”, and GA to AA “Academic Assistant” beginning in the fall of 2013.

See also university policy at http://www.depts.ttu.edu/opmanual/OP64.03.pdf for more information.

SCHOOL OF ART ASSISTANTSHIPS AND SCHOLARSHIP

The awarding of assistantships and scholarships is under jurisdiction of the School of Art Director with the advice of the M.F.A. Coordinator and M.F.A. Scholarship Committee. Additionally, the director will consult with graduate faculty representatives from each studio area.

Assistantships and scholarships will be awarded to full-time graduate students who are seeking M.F.A. candidacy and who have passed all graduate school requirements. In the event of an incoming student not meeting graduate school requirements and, therefore, having the classification of “non-degree” with the graduate school, it is incumbent upon the student to gain graduate school acceptance during the first semester of enrollment.
**SCHOOL OF ART ASSISTANTSHIPS & SCHOLARSHIPS**

**Application Process For Assistantships & Scholarships**

1. The School of Art Graduate Assistantships and Scholarships are decided annually according to the school's available resources and the student's performance in academics and assistantships. All students must apply or reapply to the School Director by **January 15** for the subsequent academic year. (See the page D.6 and consult Academic Advisor for application process.)

2. To be considered for an assistantship, the College Work Study application form and all supporting materials must also accompany the assistantship application. All graduate students are requested to submit work-study applications in order to be considered for assistantship assignments. Work-study applications cannot be considered in the Financial Aid Office unless the entire financial aid packet is completed.

3. Students applying for financial aid must complete and mail the entire packet prior to March 1.

**GRADUATE ASSISTANTSHIP GUIDELINES: TA & GPTI**

**Policy**

1. The teaching assistantship is the University's way of assisting the graduate student in the pursuit of advanced education and in meaningful entry into the professional world. While the teaching assistant is both student and employee, these roles should not be seen as competing or contradictory. Accordingly, the first priority of all teaching assistants should be the satisfactory progress in their academic program. At the same time, the acceptance of a teaching assistantship involves responsibilities for satisfactory performance of the duties incident to that appointment.

2. Administrative responsibility for teaching assistants rests within the School of Art.

**Qualifications**

1. All teaching assistants must hold a bachelor's degree or the equivalent and be admitted as a student in the Graduate School and in the School of Art. All Teaching Assistants must maintain a GPA of 3.0 or above.

2. Further, according to Southern Association of Colleges and Schools (SACS) regulations, Graduate Part-Time Instructors must have at least 18 hours of graduate work in the field of their teaching responsibilities.

**Appointment**

1. Teaching assistants are normally appointed for one-quarter (10 hrs/wk) to one-half time service (20 hrs./wk).

2. Appointments are ordinarily for nine months, but may in some instances be for only one semester or for one or more summer sessions. Appointments are awarded on a yearly basis and subject to review by the graduate faculty. It is necessary for all graduate assistants holding an appointment to reapply each year.

3. Students must be admitted unconditionally to the graduate program and be in good academic standing (GPA 3.0 or above) at the time of appointment. If a graduate student is having trouble maintaining their grades, assistantship awards may be cut back or removed so that the student will be able to keep up with their studies.
4. Teaching assistants are required to enroll for a minimum of 9 semester hours each full semester to be eligible to keep their assistantship award. A minimum of 3 of these hours should be in their primary studio area.

5. Continuation of the assistantship is based upon satisfactory performance, both as a teaching assistant and as a student, throughout the term of appointment.

6. Loss of an assistantship will result in if the graduate student accumulates 6 hours of simultaneous “Incompletes” or “CRs”.

7. Students who have outside employment in addition to their assistantship appointment should be cautioned that in the case of said employment interfering with teaching and/or academic responsibilities, the termination of the assistantship could result. This is once again to remind all M.F.A. students that the completion of their degree program cannot be compromised.

Orientation and Training
1. All new teaching assistants will undergo a period of orientation prior to beginning work. The orientation session includes an overview of procedures, facilities, duties, and University policies.

2. In addition, the department provides systematic, on-going training. Such training takes the initial form of a teaching assistant seminar which the teaching assistant takes during the first semester of work. The TA seminar is graded Pass/Fail. Additional mentoring is provided by supervising faculty during the first two semesters of work.

3. Teaching assistants are encouraged to initiate discussion, seek advice and share information with any member of the art faculty.

4. Graduate Assistants and Research Assistants receive initial orientation from the assigned supervisor followed by work experiences which constitute training.

Graduate Assistantship Assignments
Assistantships assignments are based on many factors including the availability of assignments, the performance of the graduate student and class scheduling needs.

1. Graduate Students are recommended by their primary areas for an assistantship based on their strengths and the needs of their area of study. Areas decide who will teach (GPTI-Graduate Part Time Instructor or AI-Associate Instructors) and who is prepared for teaching (TA-Teaching Assistant). Areas list who is available for outside assignments and who has requested specific outside areas of experience.

2. Many areas have long term plans on how to move their graduate students through assistantship experience in their primary areas and in outside areas in order to maximize the graduate assistantship experience. Sometimes even the best plans are interrupted by the shifting nature of scheduling and enrollment.

3. Assistantship assignments outside primary areas: The School of Art awards graduate students assistantships as part of student learning. Funding from some of these areas are one reason we have assistantship money to support our graduate programs.

Art Appreciation, Teaching Assistants - grading/roll taking for our large (190 student) sections. Graduates present a lecture to the class to gain experience in working with large class sections. (Many academic positions are looking for people that can teach in multiple areas or have an understanding of these service areas.)

Computer lab, Teaching Assistants- help in monitoring the labs. Graduates do not teach software or fix computers. They teach and assist classes/students in how to use the lab. (This position can provide experience in maintaining, organizing and planning for a service area related to the operation of an art facility.)
Studio Foundations, GPTIs/AIs take full responsibility for a course and TAs are being prepared to teach. Studio Foundation courses include Drawing I, Design I, Drawing II, Design II, Life Drawing and Technology in the Arts. The primary area faculty make student recommendations for teaching in foundations. The Foundation Coordinator and the Associate Director work together to plan the placements based on class schedules, graduate preparation and supervisor evaluations. (Many academic positions are looking for people with experience teaching in foundations as well as their area of specialty.)

Landmark Arts, Teaching Assistant- Various Positions. Coordinators/Asst. Coordinators of the SOA Satellite Gallery at LHUCA and SRO Photo Gallery serve meaningful roles in educational arts outreach into the community and teaching photography area students about the various contemporary artistic practices, respectively. Those graduate students who work as preparators for exhibitions in the Landmark Gallery and Studio Gallery provide valuable teaching of art handling and installation practices to undergraduate students and their peers. Those graduate students who coordinate the social media outreach outlets for Landmark Arts (via, Facebook, Twitter, and the blogs), provide valuable educational outreach into the world wide web of connections by facilitating comprehension of contemporary art through these media. Those graduate students who achieve the opportunity to curate their own exhibition provide an excellent educational experience for those who attend the exhibition provide a uniquely articulated and entirely new way of organizing knowledge about contemporary artistic praxis. (Many artistic positions require the ability to oversee or understand the workings of a gallery – academic, commercial or non-profit.)

Visual Resource Center, Teaching Assistant- Graduate students work with students to teach them how to use the resource center effectively. In addition duties can include scanning and adjusting images and creating PDFs, cataloging images in database, assisting with projection equipment, collecting payment for student prints, reserving and maintaining books and DVDs, shelving magazines and journals, assisting students and faculty with use of resources. These positions generally go to MA/MAE/PHD students. (Many academic positions require the ability to oversee or understand the workings of a resource center/library.)

Wood Shop, Teaching Assistant- monitoring the wood shop and teaching students how to use the wood shop safely. Helping to maintain the wood shop as the graduate's knowledge allows. (Many arts related jobs require the ability to oversee or understand the workings of a wood shop.)

4. It is essential for graduate students to send their class schedules to the Associate Director and their Primary Area Advisor so that their assistantship assignments can be finalized. If a student wishes to be considered for a position outside of the primary area of study, this assistantship assignment must agreed upon in consultation with the primary area faculty and the area coordinator.

Supervision and Evaluation

1. Teaching assistants will be evaluated by the immediate faculty supervisor, the Foundation Core coordinator and/or the graduate faculty committee each semester.
2. The results of these evaluations will be made available to the assistant and placed in the assistant's personnel file.
3. Appropriate follow-up by the faculty supervisor will occur to ensure that the teaching assistant receives full benefit of the evaluation.
4. In cases where remedial measures are indicated to improve the assistant's performance, the assistant will be informed in writing of the recommended changes to resolve the problems.
5. Situations leading to the dismissal for cause will be described in writing to the assistant, with a copy to the Director of the School of Art.
6. Graduate Assistants and Research Assistants are evaluated each semester by the assigned supervisor(s). The evaluation, review with the assistant, and follow-up of any corrective measures to remedy deficiencies is initiated by the supervisor(s).
Master of Fine Arts (MFA)

ASSISTANTSHIPS & COMPETITIVE SCHOLARSHIPS
APPLICATION

Name

ID Number  R

Address

Email Address

Primary Studio Area

Secondary Studio Area

Program Entrance Date

Proposed Date of Graduation

Mark the appropriate box(es) below.

My residency status for this application is:

☐ Residency In-State  ☐ Residency Out-of-State

☐ Completed first year  ☐ Completed second year

☐ I am applying for Assistantships (TA/GA/GPTIs).

☐ I am Work Study eligible.

I am applying for the following School of Art scholarships:

☐ Art Graduate Tuition Scholarship
  • $1000/yr

☐ Paul T. and Delilah Roch Scholarship
  • Painting or Sculpture students only, award varies

☐ Charles M. Pijan Memorial Scholarship
  • Printmaking students only, award varies

☐ Dr. E.N. & Fan Woodson Jones Memorial Art Scholarship
  • 1st or 2nd year students only, award varies

☐ David Dickey Memorial Scholarship
  • Photography students only, award varies

☐ I am also applying for Graduate School scholarships. List the name(s) of scholarships in the following space.

More info is available online. Apply online at www.gradschool.ttu.edu/scholarships/.

I understand that I must submit my application by January 15 to be considered for any Texas Tech University and/or School of Art scholarship and that any application received after this date will only be awarded based upon the availability of funding.

Signature

Date

SUPPORTING ITEMS: The following items must be included with this application form:

1. Current vita
2. Unofficial copy of MFA Transcript

MAIL/DELIVER TO: MFA Coordinator
Texas Tech University
Box 42081 - 101 Art Building
Lubbock, TX 79409-2081

last updated 7/31/13
E. DEGREE PLAN/CANDIDACY ADMISSION

1. General Information
2. Graduate School Filing of Degree Plan and Candidacy Admission Guidelines
GENERAL INFORMATION

The “Program for the Master’s Degree and Admission to Candidacy” form is completed by the M.F.A. Graduate Coordinator in session with the student, signed and forwarded to the Graduate School. The Graduate School will return copies of the degree plan to the student and the M.F.A. Coordinator and alert the Coordinator should any discrepancy or credit shortage exist.

The degree plan and candidacy admission application for M.F.A. students should be completed after the student’s first semester.
FILING AND ADMISSION GUIDELINES

The following “filing” and “admission” guidelines are from the 2012-13 Graduate Catalog.

Filing the Official Degree Program. During the first semester of enrollment, the student should submit to the dean of the Graduate School a “Program for the Master’s Degree” as prepared by an official representative of the proposed major department and of other departments as indicated under “Minor” in the preceding section. Delay in submission of a degree program may result in postponement of admission to candidacy and graduation. Forms for the “Program for the Master’s Degree and Application for Admission to Candidacy” are available at the Graduate Office or www.gradschool.ttu.edu.

When the student receives an approved copy of the “Program” from the Graduate Office, he or she is expected to follow it as the basis of all subsequent enrollments. Substitution of courses can be made only on the written recommendation of the department or departments concerned and approval of the graduate dean.

Approval of a “Program for the Master’s Degree” does not, however, constitute admission to candidacy for a master’s degree. It merely signifies that the proposed program will be acceptable if the student satisfies all Graduate School regulations and all of requirements connected with the degree program.

Admission to Candidacy. Every applicant for a master’s degree is required to make formal application for admission to candidacy for the master’s degree as soon as 9 to 12 semester hours of the master’s degree work, excluding leveling courses, have been completed. This application is submitted to the dean of the Graduate School on the form entitled “Program for the Master’s Degree and Application for Admission to Candidacy.”

Admission to candidacy will be granted at such time as all of the following requirements have been met.

1. All conditions relating to admission to the program have been met.

2. At least 9 semester hours of the graduate work required for the master’s degree have been completed (exclusive of transfer and extension courses).

3. All required leveling work has been completed with C or better grades.

4. An average grade of 3.0 or better has been maintained in all courses comprising the official program exclusive of leveling work.

5. Proficiency in a foreign language or tool subject required for the particular degree has been acceptably demonstrated.

6. The general field of the thesis has been stated and approved.

7. Work to date is acceptable to the departments concerned, as attested by their approval of the application for admission to candidacy.

8. The entire program conforms with the general requirements of the Graduate School and with the requirements of the particular degree.
F. M.F.A. 6301 COURSES

1.-2. General Information and Procedures
3. 6301A Checklist
6. 6301A: M.F.A. Report Title Page
7. 6301A: M.F.A. Lecture, Orals: Guidelines and Procedures
8. 6301B: M.F.A. Exhibition: Guidelines and Procedures
MFA 6301 COURSES: GENERAL INFORMATION

Art 6301 Master’s Report: General Information
The graduate student will enroll in two 6301 courses in consecutive semesters during the Fall or Spring terms, for a total of six hours credit. The first course, 6301 (A), will pertain to the student's M.F.A. report, the student’s “lecture” and the student's oral examination. The second 6301 (B), will be devoted to the student's M.F.A. Exhibition, the exhibition orals, and submitting one bound copy of the M.F.A. report.

6301 (Henceforth Designated 6301A)
M.F.A. REPORT, LECTURE AND ORALS. This course is considered academic in nature. The student will enroll during the Fall or Spring semester prior to the last semester of matriculation and will continue to enroll in 6301A until all requirements are met.

6301 (Henceforth Designated 6301B)
M.F.A. EXHIBITION. This course is considered studio in nature. The student will enroll during the last semester of matriculation.

1) 6301A Requirements: statement paper, lecture and orals - must be completed prior to registering for the 6301B.
   If the requirements for 6301A are not completed, the student will be required to register for that course again and will not be allowed to sign up for the 6301B until 6301A is completed. This could necessitate an additional semester of enrollment.

2) Report: See checklist for procedure (F.3). It is important to schedule a meeting with the advisory committee no later than two weeks into the semester in order to present a brief outline and to discuss general content. Thereafter, all meetings can be with individual committee members or via mailbox exchange. It is suggested that the student be adamant in requesting the committee's response relative to approval deadlines.

After the outline is approved, it is advised that the student submit a two-page example of writing to the committee in order to give a general idea of the paper. This should be done by four weeks into the semester; approval of this constitutes a go-ahead to complete a rough draft.
MFA 6301 COURSES: GENERAL INFORMATION, CONTINUED

This rough draft should be approved by mid-semester and the completed M.F.A. report must be approved before the lecture is presented.

Failure to meet these guidelines would automatically cancel the semester’s credit.

6301A  M.F.A. Report

3) Lecture: The student will work with the advisory committee on the lecture portion of 6301A (see checklist). It is advised to present an outline during an initial meeting with the committee in order to allow for input and suggestions. Next, a “rough” presentation with slides is recommended. It is strongly recommended that a finished rehearsal presentation be given with the committee at least one week before the lecture is scheduled.

The M.F.A. Coordinator will conduct a meeting with all students enrolled in 6301A at the beginning of the semester in order to schedule the dates for the individual lecture presentations. No lectures will take place during finals week.

It is each student's responsibility to arrange for having room B-01 or other lecture hall reserved for the lecture. Scheduling of B-01 or other lecture hall is done by the MFA Coordinator. Rehearsal times should be scheduled directly by the student through the Art office. All MFA candidates are required to take an IT Equipment Orientation prior to scheduling rehearsal time.
6301A CHECKLIST

( ) Gallery reserved for MFA exhibition through Gallery Director
( ) Room B-01/Other lecture hall reserved for lecture through MFA Coordinator

MFA Report

( ) 1. Outline approved in meeting with committee (By 2nd week)
( ) 2. One/Two page written example to committee (By 4th week)
( ) 3. Example approved
( ) 4. Rough draft to committee (By 6th week)
( ) 5. Rough draft approved
( ) 6. “Final” draft to committee (By Mid-Semester)
( ) 7. No. “6” approved by committee
( ) 8. Submit to proofreader. Permission received from committee to proceed with lecture portion of 6301A
( ) 9. Presented in finished written state to committee
( ) 10. No. “9” approved by committee.

Lecture

( ) 1. Outline approved in meeting with committee
( ) 2. “Rough” with slides presented to committee
( ) 3. No. “2” approved.
( ) 4. Finished lecture presented to and approved by committee (at least one week before lecture presentation).
( ) 5. Announcements distributed
6301 A. MFA REPORT: GUIDELINES AND PROCEDURES

These are guidelines meant to be flexed and adjusted according to the individual student's needs and to the committee's discretion.

It is important to schedule a meeting with the advisory committee no later than two weeks into the semester in order to present a brief outline and to discuss general content. After the outline is approved, the committee will advise the student how to proceed. Students should be considerate of the faculty members' time by giving them a week to read and respond to paper revisions. The committee chair will determine the format of all subsequent meetings.

1. **Report.** An 8 – 10 pages written paper relative to the student's artwork and pertinent therein.

2. **Committee.** The committee will consist of two members of the graduate studio faculty who are of the primary studio area (student will choose one of these to chair the committee) and one member of the graduate studio who is of the secondary studio area. In the case of Jewelry Design and Metalsmithing, where there is only one primary faculty, the student in consultation with the chair will choose another member of the 3-D area studio MFA faculty to complete the committee. With the approval of the MFA advisory committee, students may choose, as an optional fourth voting member, any School of Art faculty from whom they have taken at least three credit hours of instruction. In the case of a tie vote, the chair of the committee (from the primary area) breaks the tie. Any additional non-voting committee members will serve at the request of the student and with the approval of the M.F.A. advisory committee.

While the student will be consulting with and will be advised by all three members of the advisory committee, it should be emphasized that the chair of the committee has the ultimate responsibility regarding the student's completion of the Art 6301 courses.

The committee will advise the student during the completion of the report. It is the student's responsibility to arrange a conference schedule with the committee. After the committee's approval, the student is advised to find a professional proofreader or visit the University Writing Center. The student is required to present the report written professionally in English, including checking spelling, grammar, punctuation, etc.

3. **Calendar.** The content of the report must be approved by mid semester. Final edit should be completed by the last day of the semester (the final bound copy is due for signing at the exit orals held during the student's MFA exhibition).

4. **Presentation.** The report will be formally presented in either traditional hard binding or an alternative method approved by the committee. High quality color images will be incorporated into the report appropriate to the content. One copy is required to be signed and given to the VRC.

5. **Images.** Visual documentation of the student's MFA artwork will be inserted into the report in the form of individual digital files, in a PowerPoint format and a page of thumbnail images. The digital files for the paper must be sized in Photoshop to 300 dpi saved as a jpg high quality. The physical size of the jpeg is determined by the actual printed image size on paper. The PowerPoint images need to fit within a 1920 w x 1440 h (pixels) format at 72 dpi. A page of thumbnail images at least 2 x 3 inches @ 300 dpi each with titles must be included.
6301 A: MFA REPORT: PROCEDURES

Procedure for 6301 A: MFA Report guidelines and procedures will be reviewed at the beginning of the 6301A semester by the M.F.A. coordinator, and the following list of topics will be distributed. The topics may be included into the paper as they enhance the content of the student’s paper. These topics need not be addressed individually but should be interwoven into the body of the paper in a reflective manner. The structure of your paper should be dictated by your artwork.

Topics to initiate writing as needed:

1. Introduction

2. Appropriate influences (artistic and other)

3. Relevant historical context into which your work fits

4. Relevant contemporary context into which your work fits

5. Relevance of media or physical qualities of your work

6. Relevance of the content in your work

7. Relevance of your conceptual and technical process

8. Conclusion – where you are and how your work might develop

A checklist is found on page F.03. It is advisable to use this checklist in order to monitor the progress of the report.
TITLE

by

Your Name

A MASTER’S REPORT
STATEMENT
IN
STUDIO ART

Submitted to the School of Art
of Texas Tech University in
Partial Fulfillment of
the Requirements for
the Degree of

MASTER OF FINE ARTS

Approved

____________________________________________________________________
Chairperson of the Committee

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Accepted
Month, Year
1. **Lecture.** The student will be responsible for a formal lecture. It will be a carefully researched and written image/verbal presentation which will be based on the student’s M.F.A. artwork.

2. **Format:** A slide or digital image lecture of twenty to forty minutes duration describing all aspects of the student’s artwork. Some considerations or requirements are:
   
   a) The student’s M.F.A. Report (all or parts) can be used in association with the lecture.
   
   b) The lecture must show the development of one of the student’s artworks in a series of slides.
   
   c) The lecture must contain verbal and visual references to areas other than the student’s artwork. Influences such as art history, current art, nature, literature, et al can be incorporated into the lecture, as long as any reference is supportive of the student’s M.F.A. artwork.

3. **Committee:** The student’s committee will advise in the same capacity during the development of the lecture. Again, it is the student’s responsibility to arrange the schedule with the committee. At least three meetings should occur with the advisory committee - rough outline, some specifics, rough completion - before finalization of the lecture.

4. **Calendar:** The lecture will be given toward the end of the 6301A semester and must be approved prior to commencing the 6301B semester.

5. **Presentation:** The lecture will be delivered to an assembly to which all art faculty and all M.F.A. students are invited. **Attendance by M.F.A. students will be a requirement.**

6. **Orals.** The oral examination will be responsive to the M.F.A. Report, the lecture and several examples of the student’s artwork. It will take place immediately following the lecture and it will be conducted by the chairperson of the advisory committee. Announcements and invitations will be extended to all members of the School of Art Graduate Faculty at least three days in advance. The oral examination must be passed prior to commencing the 6301B course.
1. **Exhibition:** The student will assemble and install a One-Person Exhibition of his or her M.F.A. artwork. Since 6301B is considered a studio course, the semester will be devoted to the exhibition—from scheduling the gallery, to completing artwork, to the installation and opening/reception.

2. **Calendar:** The exhibition should occur toward the end of this semester. The student should arrange for the scheduling of the gallery as early as possible.

3. **Presentation:** An exhibition of the student’s primary and secondary studio artwork. Some requirements are:
   a) Formal announcements/invitations distributed and posted.
   b) A formal opening, usually on a Friday or Saturday evening.
   c) A slide documentation of the artwork and two or three installation views from this exhibition will be inserted into the M.F.A. Report.

4. **Final Examination:** The student will arrange a meeting with the M.F.A. Advisory Committee during the exhibition. It will take place in the gallery and is to be considered a “Final Examination” relative to the exhibition. The committee will be responsible for approving—or not approving—the M.F.A. Exhibition.

   One bound copy of the M.F.A. Report will be submitted to the committee during this meeting. This meeting will also serve to satisfy the graduate school’s requirement of final oral examinations being administered during the student’s exit semester.

   The chair of the committee will send the M.F.A. Coordinator the signed form 6301A and B that indicates whether the student has passed the oral exams or not. The MFA Advisory Committee chair will submit the grade for the 6301A and B directly. The coordinator will notify the Graduate School that the student has passed the final examination upon reception of the approved 6301B form.
G. FINAL PROGRAM REQUIREMENTS

1. Checklist
2. School of Art Exit Form
3. Exit Survey
FINAL PROGRAM REQUIREMENTS

The M.F.A. student must comply with School of Art requirements listed below before graduating or leaving Texas Tech University.

(  ) 1. The assigned studio area has been vacated.

(  ) 2. Issued keys have been returned to the art office.

(  ) 3. Materials relative to teaching assignments have been given to the School Director.

(  ) 4. The M.F.A. survey has been completed and an interview with the School Director has been held.
Each student in the M.F.A. program must complete the following requests prior to graduating or leaving Texas Tech University. Please obtain the signature of the individuals listed below. The completed form is to be returned to the school director. Thank you for completing these requests.

________________________ All work, materials, and equipment have been removed
M.F.A. Program Coordinator and the space cleared and left clean for the new occupant.

________________________ Issued keys have been returned to the Art Office.
School of Art Office Staff

________________________ Copies of courses grades, course syllabi, and tests for
Director, School of Art the last teaching semester have been given to the school director
in order for them to be available for possible
grade appeals.

________________________ The M.F.A. Survey has been completed and the Exit
Director, School of Art Interview has been held with the director.

__________________________/ __________________________
Graduate Student Date

______________________________________________/ __________________________
Director Date

Permanent Address Street or Box Number

__________________________________________/ __________________________/
City, State, Zip Code email Telephone Number

______________________________________________/ __________________________
Director Date
1. Please list your opinions regarding the following questions.

<table>
<thead>
<tr>
<th>Quality of Instruction</th>
<th>Low Quality</th>
<th>High Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall quality of the graduate degree program</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Quality of your art courses in the major field of study</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Quality of art history courses</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Quality of academic advising</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Overall quality of Texas Tech University’s School of Art</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
</tbody>
</table>

2. Please list your opinions regarding the quality of instruction in the following areas: (If you did not have any classes in a specified field, circle, N.O. for No Opinion.)

<table>
<thead>
<tr>
<th>Quality of Instruction</th>
<th>Low Quality</th>
<th>High Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Studio Area of Specialization</td>
<td>1 2 3 4 5</td>
<td>N.O.</td>
</tr>
<tr>
<td>Minor Studio Area</td>
<td>1 2 3 4 5</td>
<td>N.O.</td>
</tr>
<tr>
<td>Art History Courses</td>
<td>1 2 3 4 5</td>
<td>N.O.</td>
</tr>
<tr>
<td>Seminar</td>
<td>1 2 3 4 5</td>
<td>N.O.</td>
</tr>
</tbody>
</table>

3. Please describe any courses you think should be added for graduate courses.

____________________________________________________________________________
____________________________________________________________________________

4. Please list any courses you were required to take that you think should not be required.

____________________________________________________________________________
____________________________________________________________________________

5. Do you feel that the breadth of your studies prepared you adequately for doing your masters exhibition?

_______________ Yes _______________ No

6. Were your members of the graduate committee helpful in the works-in-progress graduate reviews?

_______________ Yes _______________ No
7. What suggestions would you make to improve the works-in-progress graduate review? (Time frame, scheduling, expectations, feedback, etc.)

______________________________________________________________________________

______________________________________________________________________________

8. Were your committee members helpful during your orals?  __________ Yes  __________ No

9. What suggestions would you make to improve the process? (Orals, time-frame, show, scheduling, installation, slide presentation, written report, etc.)

______________________________________________________________________________

______________________________________________________________________________

10. Given your area of emphasis, do you feel you had adequate opportunities to work in the following situations? (Circle appropriate response for each item.)

   Independent studio work in your emphasis area  Yes  No  N/A

   Collaborative projects  Yes  No  N/A

   Teaching  Yes  No  N/A

11. In regard to equipment and facilities, how could the school and university better support graduate studies?

______________________________________________________________________________

______________________________________________________________________________

12. Would you recommend Texas Tech University to someone considering studying for the MFA in studio art?

__________ Yes  __________ No  Please explain your answer.

Major strengths of program: _______________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Major weaknesses of program: _____________________________________________________

______________________________________________________________________________

______________________________________________________________________________
13. How important were the following elements in your decision to attend Texas Tech University?

<table>
<thead>
<tr>
<th>Element</th>
<th>Not Important</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>Very Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Recommendation of a teacher</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Assistantship</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Quality of education</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Reputation of the university</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Reputation of the school of art</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Presence of a particular faculty member</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Visit to campus and department</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Classes at the Junction Center</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Recommendation of an alumnus</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

14. Do you have any comments or suggestions for improving the graduate program?

___________________________________________________________________________
___________________________________________________________________________

15. In order to keep in touch with you as an alumnus/alumna of the MFA program, please provide us with the following:

Name:________________________________________________________________________

Address:_______________________________________________________________________

MFA Degree Program Area of Specialization:_______________________________________

Minor Studio Area:______________________________________________________________

Professional honors, prizes, and awards you have received; please attach a copy of your resume.

Thank you for taking the time to complete this survey.