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Revision Date:
June 1, 2021

Purpose:
This handbook was prepared in order to establish a reference source for matters concerning the MFA Program at the Texas Tech University School of Art. 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 MFA Program to become familiar with all pertinent information disclosed in the Texas Tech graduate catalog.

Review:
This handbook will be reviewed regularly by the MFA Faculty and recommended revisions will be made by the MFA Coordinator.
ENTRANCE QUALIFICATIONS

The Master of Fine Arts degree (MFA) 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.

Primary concentration is possible in the concentrations of ceramics, jewelry design and metalsmithing, painting, photography, printmaking, or sculpture. Additional courses can be taken in Transmedia as electives or as approved substitutes for required classes. Admission to the Master of Fine Arts program normally presumes that students hold a Bachelor of Fine Arts degree in Studio Art. 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 MFA program. The graduate faculty 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 (6 semester hours)</th>
<th>REQUIRED COURSES:</th>
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<tr>
<td></td>
<td>ARTH 5309, Theories of Contemporary Art</td>
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<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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<tr>
<th>STUDIO ART (33 semester hours minimum)</th>
<th>PRIMARY Concentration: consists of a minimum of 21 semester hours in one Studio Art concentration.</th>
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<td>SECONDARY Concentration or ADDITIONAL STUDIO COURSES: consists of a minimum of 12 semester hours in either one Studio Art concentration outside the concentration, or 12 hours of various studio-based courses that support the student’s research, respectively.</td>
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<thead>
<tr>
<th>ART HISTORY (6 semester hours)</th>
<th>6 credit hours of graduate coursework in art history (in addition to ARTH 5309, which is also required) are required for the MFA degree. Additional art history courses may be taken as electives.</th>
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<td>The student must enter the program with at least 12 undergraduate or graduate credit hours of art history. If the student enters with fewer than 12 credit hours, these will be made up as leveling courses. Leveling courses will not be counted toward the minimum degree hours. They may be taken at the undergraduate or graduate level. For more information on leveling courses, see MFA Art History Leveling Requirements on the following page.</td>
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| ELECTIVES (9 semester hours) | A student may select electives either from within or from outside the School of Art. Elective courses must be selected in consultation with the graduate faculty in the primary concentration. |

| MFA REPORT/LECTURE (3 semester hours) | ART 6301A. The student will be responsible for a written report demonstrating their creative research and pertinent content. The student is also responsible for preparing and delivering a formal visual/verbal lecture on their work. Both will be conducted under the supervision of the student’s MFA Advisory Committee. An oral examination immediately follows the lecture, and is considered the “Final” of 6301A. |

| MFA REPORT/EXHIBITION Prerequisite: Completion of 6301A (3 semester hours) | ART 6301B. The student will be responsible for an MFA Exhibition, specified as a Master of Fine Arts Exhibition. The student will assemble high-quality digital documentation of the show on a USB flash drive, to be submitted with the finalized MFA Report. The student will schedule an oral examination with the MFA Advisory Committee during the exhibition, which constitutes the “Final” of 6301B. |
SECONDARY CONCENTRATION

The MFA comprises 33 credit hours of studio-based coursework. 21 of these hours must be taken in the primary concentration. The remaining 12 “secondary studio” hours must be taken in a studio area, or areas, outside of the primary concentration, but the fulfillment of these hours may be approached in three ways. Students should consult their area faculty, the MFA Coordinator, and, once appointed, their MFA Advisory Committee Chair to determine the best usage of these secondary studio hours. Secondary studio courses should be purposefully selected so as to support and enrich the student’s line of artistic inquiry.

- **Secondary Studio Concentration** – The student may elect a Secondary Concentration in a single studio area (Printmaking, Painting, Photography, Ceramics, Sculpture, or Jewelry Design and Metalsmithing). The election of such a secondary concentration promotes focus and depth within a single studio area outside of the primary.

- **Combined Studio Secondary Concentration** – The student may elect to take a variety of courses from the studio areas. This enables students to strategically select courses that will challenge and expand their work in specific directions.

- **Interdisciplinary Secondary Concentration** – The student may elect an Interdisciplinary Secondary Concentration combining more than one studio discipline. An interdisciplinary approach to studio practice integrates multiple pre-existing disciplines in order to develop a body of work that can’t be created using the tools, materials, processes, and/or ideational conventions of a single discipline. An Interdisciplinary Secondary Concentration is assembled with rigor and purpose, based on the student’s specific creative research goals and the applicability of available courses. Students interested in electing an Interdisciplinary Secondary Concentration should first articulate the parameters of a specific creative research project, and then determine a coherent set of research goals and their relationship to studio coursework in consultation with faculty in their primary concentration and other faculty with relevant expertise. As long as necessary prerequisites have been satisfied and the rationale is justified, students may count graduate coursework from any studio area towards their Interdisciplinary Secondary Concentration, including transmedia courses, and from select courses from elsewhere in the TCVPA, including but not limited to VPA 5300: Performance Art Across the Arts. Courses offered outside the School of Art and/or the TCVPA – such as those in acting, directing, fashion design, or architecture – may be eligible to count toward the Secondary Studio requirement. If the course offers a tool, material, or process integral to the student’s research agenda, the student can seek the approval of their area faculty and/or MFA Advisory Committee and the MFA Coordinator, which, if granted, will permit the student to enroll in the course and earn Secondary Studio credits.
MFA ART HISTORY LEVELING REQUIREMENTS

Criteria for the evaluation of art history courses to be counted toward the MFA:

- 12 credit hours of undergraduate Art History coursework is held as the minimum expectation as preparation for graduate study of the history of art.

- Any undergraduate art history course from an accredited institution (i.e. taken at a community college or university) will be counted toward this expectation as long as the student earned a grade C- or higher.

- The Art History advisor to the MFA will evaluate undergraduate courses from other academic disciplines or those not specifically labeled as Art History in the students’ transcripts to ascertain whether they can be considered as equivalent to art history courses. Students should provide evidence, in the form of a syllabus, course notes, or other documentation, that, by taking them, they have obtained a good understanding of specific periods, genres, or topics in the art history of any culture.

- Courses in other areas such as Architectural History, Design History, etc., may be counted toward 3 of the 12 credit hours.

- Courses of an interdisciplinary nature (combining art with philosophy, anthropology, history, etc.) may be counted toward 3 of the 12 credits if the student provides evidence that at least 30% of the course was focused on visual arts.

- Whatever the case, at least 6 of the credit hours should survey a broad scope of art history (either a temporal scope or geographic scope beyond a single culture).
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 MFA program.

All non-degree students are responsible for information relating to that status as explained in the graduate catalog. Since all MFA 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 MFA degree will be required by the department and the Graduate School to obtain acceptance without delay.

Non-Degree Student Admission Procedures
Applicants seeking non-degree admission in any category must provide the same application requirements as those seeking admission to a degree program. Please see either Domestic/Permanent Resident Admission or International Admission requirements on the grad school website. NOTE: International students may not be eligible to apply for non-degree status depending on their visa type. International applicants considering applying for non-degree status are strongly encouraged to email the Office of Graduate Admissions at graduate.admissions@ttu.edu BEFORE submitting an application for a non-degree status. Admission to a non-degree 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 non-degree program will count toward a graduate degree.

• **PGRD (Post Graduate)**—The PGRD category is for students who have earned an undergraduate degree and desire to take only undergraduate courses, typically for leveling purposes. In this status, a student may register indefinitely as a non-degree graduate student but cannot be appointed to teaching assistantships or research assistantships, nor are they eligible to receive an undergraduate degree from Texas Tech University while registered as a PGRD student. Students in this category may not register for graduate courses. PGRD students are not eligible for financial aid. Admission decisions for PGRD applications are made by the Office of Graduate Admissions.

• **GTMP (Graduate Temporary)**—A student in this category is considered a temporary non-degree student and may enroll for no more than twelve (12) hours. All GTMP students should be aware that completion of courses as a GTMP does not ensure that the student will be accepted into a degree program, nor does it ensure that any courses taken while enrolled as a GTMP will be accepted for credit if the student is subsequently accepted into a degree program. GTMP students are not eligible for financial aid. Admission decisions for GTMP applications are made by the Office of Graduate Admissions.

• **Teacher Certification, (CERT)**—A student who desires to earn teacher certification through the College of Education may apply for this type of non-degree 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. CERT students may be eligible for financial aid if they are concurrently enrolled in a graduate degree-seeking program.

• **Continuing Professional Education Development (CPED)**—The CPED status 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. CPED students are not eligible for financial aid. Admission decisions for CPED applications are made by the Office of
Graduate Admissions.

- **Graduate Certificate Program (GCRT)**—GCRT is intended to meet the supplemental educational needs of professionals. A graduate certificate program is comprised of a set of courses that provide a coherent knowledge base. These courses may be derived from more than one (1) academic program and may be more practice-oriented than the courses in a graduate academic program. Students applying for a graduate certificate program may not be required to submit GRE or GMAT scores (although some of the GCRT programs do require these scores). GCRT students may be eligible for financial aid if they are concurrently enrolled in a graduate degree-seeking program.

In addition to the Graduate School’s guidelines, all non-degree students must comply with those of the School of Art, namely the school’s approval prior to enrollment in a graduate class. These regulations apply to students with a BFA from Texas Tech University who wish to enroll as a graduate student in the MFA Program in any capacity. This requires that the student must make formal application, which includes a preview by a MFA Advisory Committee of graduate studio faculty from the primary concentration of studio concentration and the secondary concentration of studio concentration.
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 https://www.depts.ttu.edu/art/Programs/graduate/graduate_certificate/index.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 concentrations 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 https://www.depts.ttu.edu/art/Programs/graduate/graduate_certificate/index.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 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

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 MFA Program requirements. If students earn one or more D’s or F’s, they must meet with their primary concentration faculty and the 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.)
STUDENT CODE OF CONDUCT

“The student conduct process at the University exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students’ moral and ethical decision-making and to help them bring their behavior into accord with our community expectations and values. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.”

– Student Code of Conduct, Student Handbook

LINKS

- Student Handbook
  https://www.depts.ttu.edu/dos/handbook/

- Student Conduct Mission & Policies

- Misconduct

- Conduct Procedures for Students

- Title IX Procedures for Students

- Conduct Procedures for Student Organizations
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 the Associate 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 appropriate Associate Director in charge of Student Concerns, who issues a summary judgment or makes a recommendation. (If the Associate Director is involved in the complaint, the student contacts another Associate Director of the unit.) Should the student be dissatisfied with the outcome, they notify the 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 TCVPA Graduate MFA Advisory Committee, TCVPA Awards & Research MFA Advisory Committee members, and/or other qualified faculty members in the TCVPA. In consultation with the 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. 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. For additional information, visit:

https://www.depts.ttu.edu/cvpa/students/AcademicDisputesAppeals.php

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 & Enrollment Policies
2. General Information: MFA Coordinator & Degree-in-Progress Changes
3. Working Degree Plan
4. MFA Sample Degree Outline
5. Semester by Semester Schedule
6. Course Approval Form
7. Special Problems Course Form
8. Guidelines for Studio Summer Credits in the MFA Degree Plan
9. MFA Advisory MFA Advisory Committee Information
10. MFA Advisory Committee Request Guidelines
11. MFA Advisory MFA 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. Students new to the program will be assigned a graduate faculty member from their respective primary concentration for advising. The students will also consult with the MFA Coordinator during registration week prior to the beginning of the semester. They will then be directed to their primary concentration faculty who will advise and approve the first semester’s requested schedule. The signed approval form will be brought back to the MFA Coordinator who will complete the advising process for each new student.

Subsequent Advising. After the first semester, an MFA Advisory Committee consisting of MFA faculty from the student’s primary and secondary concentrations will be assigned. Each student will be given a form to be completed and signed by the advisory MFA Advisory Committee, listing all courses required for the next semester. The MFA Coordinator will complete the advising.

ENROLLMENT POLICIES

1. MFA students will be required to enroll in a course of their primary concentration each semester.

2. Students must be enrolled/trained by faculty for a specific studio course in order to use the studio facilities associated with that concentration. (e.g. ART 5328 Graduate Printmaking to use the printmaking facilities). A student who needs access to a particular facility in order to complete their work may enroll in Art 5100, a one-hour course, with permission of that concentration instructor. Consult with the MFA Coordinator for more information.

3. The school’s 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 concentration, a minimum of 15 hours must be taken in scheduled classes within the discipline. For the secondary concentration, a minimum of 6 hours must be taken in scheduled classes within the discipline. If not, that six hours are added to the electives.

5. Students who request to enroll in a studio class in any concentration will need the approval of the instructor of that class prior to registration advising.
MFA COORDINATOR

The MFA 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 working 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 MFA 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 concentration 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 concentration must have the approval of the MFA Advisory Committee and/or members of the faculty from the involved studio concentration. Specifically, any MFA candidates who wants to change their primary concentration within the MFA program must make a formal application for admission to the new primary concentration, which includes a preview by a MFA Advisory Committee of graduate studio faculty in the respective concentrations.

In the case of an MFA student who chooses not to declare a secondary concentration, or who wishes to change their secondary concentration, the student must obtain the approval of the MFA Coordinator.

In any studio class student chooses, if the student is not sufficiently conversant in that concentration, they may be required to take leveling work in the discipline.

Although they are not required to, if the student is selecting a secondary concentration, they must declare the secondary concentration of studio emphasis prior to the end of the third long semester in the MFA program.
NAME_________________________________________  beginning in ______________________
R number ___________________________  Concentration____________________
Studio Assignment ____________________________

**Leveling**

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<th>Area</th>
<th># of credits needed</th>
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**Semester 1 (FALL)**

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<tr>
<th>Course No.</th>
<th>Description</th>
<th>Hrs.</th>
<th>days/time</th>
<th>Code</th>
<th>Instructor / Notes</th>
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Semester hours attempted _____  Completed _____  Total program hours completed _____

**Semester 2 (SPRING)**

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<th>Course No.</th>
<th>Description</th>
<th>Hrs.</th>
<th>days/time</th>
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<th>Instructor / Notes</th>
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Semester hours attempted _____  Completed _____  Total program hours completed _____

**(Summer)**

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<tr>
<th>Course No.</th>
<th>Description</th>
<th>Hrs.</th>
<th>days/time</th>
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<th>Instructor / Notes</th>
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Semester hours attempted _____  Completed _____  Total program hours completed _____
### Semester 3 (FALL)

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<tr>
<th>Course No.</th>
<th>Description</th>
<th>Hrs.</th>
<th>days/time</th>
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Semester hours attempted _____  Completed _____  Total program hours completed _____

Committee chair obtained? ______  Committee formed? ______

### Semester 4 (SPRING)

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<th>Course No.</th>
<th>Description</th>
<th>Hrs.</th>
<th>days/time</th>
<th>Code</th>
<th>Instructor / Notes</th>
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Semester hours attempted _____  Completed _____  Total program hours completed _____

Committee chair obtained? ______  Committee formed? ______

### (Summer)

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<th>Course No.</th>
<th>Description</th>
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<th>days/time</th>
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<th>Instructor / Notes</th>
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Semester hours attempted _____  Completed _____  Total program hours completed _____

### Semester 5 (FALL)

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<th>Course No.</th>
<th>Description</th>
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<th>days/time</th>
<th>Code</th>
<th>Instructor / Notes</th>
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Semester hours attempted _____    Completed _____     Total program hours completed _____

Semester 6 (SPRING)

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<th>Course No.</th>
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<th>days/time</th>
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<th>Instructor / Notes</th>
<th>CRN</th>
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Semester hours attempted _____    Completed _____     Total program hours completed _____

Degree Plan Requirements

Advisory Committee

**ART CORE:**
- ART 5102 Teaching Seminar
- ART 5202 Professional Seminar
- ART 5309 Theories of Contemporary Art

**PRIMARY STUDIO AREA**
- 21 semester hours minimum

**SECONDARY STUDIO AREA**
- 12 semester hours minimum
- (optional) Committee Member

**ART HISTORY**
- 6 semester hours minimum
- (not including any leveling needed)

**ELECTIVES**
- Up to 9 hours

**MASTERS REPORT**
- ART 6301A report
- ART 6301B exhibition

Advising Notes:

_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
Note: This is a sample degree outline only. Students’ 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 concentration, the MFA Coordinator, and the Academic Advisor. The MFA in Studio Art is a 60-hour minimum degree. Note also that the student must be enrolled in at least 3 hours in their primary studio concentration per semester, which will automatically yield a total of 18 hours over a six-semester period. However, a minimum of 21 hours in the Studio Primary must ultimately be met. Thus, students must plan to take these additional 3 hours either during a regular semester (carrying 6 hours in the Primary concurrently) or during a summer.

Semester 1
ART 53** Graduate course in your Studio Primary concentration
ART 53** Graduate course that supports the student’s research OR in a Studio Secondary concentration OR possibly an independent
Advanced Studio 2-D/3-D (ART 5304/5305) with faculty in your primary concentration
ARTH 5305, 5308, 5320, 5335, 5340, 5363 or 5382
ART 5102 Teaching Studio Art in Higher Education (mandatory for all MFA grads) (offered Fall semester only)

Semester 2
ART 53** Graduate course in your Studio Primary concentration
ART 53** Graduate course that supports the student’s research OR in a Studio Secondary concentration
ARTH 5309 Theories of Contemporary Art (typically offered Spring semester only) OR independent
Advanced Studio 2-D/3-D (ART 5304/5305) with faculty in your Studio Primary concentration OR Elective (3 credit hours), if not taking summer course(s)
ART 5202 Art Seminar in Professional Topics (mandatory for all MFA grads)
Consider summer studio course(s)

Semester 3
ART 53** Graduate course in your Studio Primary concentration
ART 53** Graduate course that supports the student’s research OR in a Studio Secondary concentration
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 concentration
Elective (3 credit hours) if not taking summer course(s)

Semester 4
ART 53** Graduate course in your Studio Primary concentration
ART 53** Graduate course that supports the student’s research OR in a Studio Secondary concentration
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 concentration on-campus or at a satellite campus (e.g., summer programming offered in Marfa) if not taking 12 hours at least one regular semester.

Semester 5
ART 53** Graduate course in your Studio Primary concentration
ART 53** Graduate course that supports the student’s research OR in a Studio Secondary concentration 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 concentration
ART 53** Graduate course that supports the student’s research OR in a Studio Secondary concentration
ART 6301 Master’s Report
COURSE APPROVAL FORM

TO: MFA Students
FR: MFA Coordinator
RE: Course Approval

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

Student Name_________________________ Date_________________________

Primary Concentration ________________ Student R# ________________

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

1. List scheduled courses in your Primary, Secondary Concentrations or courses that support the student’s research 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 studio concentration, other than Art History, and obtain the signature of the instructors for those courses.

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<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).

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<th>Course #, Title</th>
<th>Course Instructor’s Signature</th>
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Signature, MFA Advisory Committee Chair (or primary concentration faculty member) _________________________________________________

Signature, MFA Coordinator _________________________________________________

B.7
PROPOSAL FOR GRADUATE STUDY COURSE
(Must be completed and signed prior to registration of the course)

STUDENT NAME: _____________________________
R#: _____________________________

DEGREE PROGRAM: □ MA □ MAE □ MFA □ Ph.D.

APPROVAL FOR: □ INDEPENDENT STUDY. □ THESIS □ RESEARCH □ DISSERTATION □ TIME CONFLICT

COURSE TITLE: _____________________________ NUMBER OF CREDIT HOURS: _____

COURSE PREFIX: _______ COURSE NUMBER: _______ SECTION: _______ CRN: _______
(Ex. ART/ARTH)

SEMESTER/TERM: □ Fall □ Spring □ Summer I □ Summer II YEAR: ______

CRITERIA: [To be completed by the IRO]

1.) Student has at least 1-year experience in the program? □ YES □ NO

2.) Other available courses have been reviewed to ensure enrollment is not needed in those sections. □ YES □ NO □ N/A

RATIONALE FOR COURSE: _____________________________

PROJECT OUTLINE: _____________________________

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

Order of Signature:

STUDENT SIGNATURE: _____________________________ DATE: ______________ 

INSTRUCTOR PRINTED NAME: _____________________________ DATE: ______________

INSTRUCTOR SIGNATURE: _____________________________ DATE: ______________

ADVISOR SIGNATURE: _____________________________ DATE: ______________

SoA DIRECTOR SIGNATURE: _____________________________ DATE: ______________

**Syllabus must be uploaded to Digital Measures by the IOR**
GUIDELINES FOR SUMMER STUDIO CREDITS IN THE MFA DEGREE PLAN

Graduate credit hours taken in the summer may count toward the primary concentration, a secondary concentration, as electives, or as leveling.

If the studio discipline concentration is not clear from the course title, faculty teaching the course should inform the student, the student’s primary concentration faculty, and the MFA Coordinator of the concentration in which the credits should be counted.

If the instructor teaching a course is not permanent full-time TTU SoA faculty assigned to the studio concentration in which they are teaching, the MFA faculty shall determine, in a meeting that takes place before the schedule is written, whether or not the course credits will count toward that concentration requirement.

MFA students may take graduate courses taught by adjunct instructors who have temporary graduate faculty status, as advised by the MFA faculty. After completing the course, a review by the primary concentration faculty will be held in the following semester to determine precisely where the graduate credits will count within the student’s degree plan (whether toward primary or secondary requirements). The MFA Coordinator then reflects the primary faculty’s recommendation into the student’s degree plan.

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

The student’s MFA Advisory Committee is composed of members of the SoA MFA faculty and is responsible for approving the student’s schedule of courses on a semester basis. The MFA Advisory Committee will also be responsible for the student’s performance in the 6301 (MFA Report and MFA Exhibition) courses. In the case of a tie vote, the MFA Advisory Committee Chair breaks the tie.

MFA Advisory Committee Composition
The MFA Advisory Committee consists of a minimum of three MFA faculty members. It is required that the MFA Advisory Committee include one MFA faculty member from the student’s primary concentration, who will serve as chairperson (or a chairperson will be chosen at the discretion of the primary area). The MFA Advisory Committee may also include additional faculty members from the primary area.

If the student has elected a secondary concentration, the MFA Advisory Committee must include one MFA faculty member from that area. If the student has not elected a secondary concentration, they will, in consultation with the primary area faculty, choose MFA faculty members whose expertise supports their research direction.

Once asked, faculty reserve the right to decline to serve on an MFA Advisory Committee. If one faculty member is asked too many times to serve as committee chair/committee member, they may consult with the members of their area to distribute their workload. With the approval of the MFA Advisory Committee, students may choose an optional fourth voting member (no fifth member). This member can be any SoA graduate faculty member with whom the student has taken at least three credit hours of instruction.

The MFA Advisory Committee Chair has the responsibility of working with the student throughout the master’s experience. It is also the responsibility of the MFA Advisory Committee Chair to provide communication to the student, to the MFA Coordinator, and to the other members of the MFA Advisory Committee, describing any difficulties, should they arise.

The “MFA 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 MFA Advisory Committee members and return it to the MFA Coordinator by the end of the THIRD semester of enrollment.
MFA ADVISORY COMMITTEE REQUEST GUIDELINES
(Revised October 2020)

1. MFA students should form their MFA Advisory Committee by:
   a. Consulting with the MFA Coordinator in October or March of their THIRD semester in the MFA program

   b. Asking the appropriate faculty to serve on their MFA Advisory Committee, including the MFA Advisory Committee chairperson

2. See B.10 for the composition of the MFA Advisory Committee.

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

   a. Meet with the MFA Coordinator and discuss the reasons for the adjustment of the MFA Advisory 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 MFA Advisory Committee), if appropriate, and the MFA Advisory 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 MFA Advisory Committee, or the decision not to allow an adjustment, the principles (MFA Coordinator and involved faculty) should meet with the student and inform them as to the decision. If a change is required, it must be implemented at that time.

   c. Changes in the MFA Advisory Committee structure can occur after the completion of the fourth semester of the MFA program only when initiated by a faculty member on the MFA Advisory Committee and only in exceptional cases.
MFA ADVISORY COMMITTEE REQUEST FORM

TO: MFA Graduate Students
FROM: MFA Coordinator
RE: MFA Advisory Committees

By the end of October or March of your third regular semester you should form your MFA Advisory Committee, the purpose of which is to advise you relative to course loads, et al. The MFA Advisory Committee approves your schedule for each semester and notifies the MFA Coordinator of that approval via the Course Approval Form (See B.7).

Additionally, the MFA Advisory Committee Chair 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 MFA Advisory Committee will be composed of people who are familiar with your work and who are members of the graduate faculty.

The MFA Advisory Committee consists of a minimum of three MFA faculty members. It is required that the MFA Advisory Committee include one MFA faculty member from your primary concentration, who will serve as chairperson (or, a chairperson will be chosen at the discretion of the primary area). The MFA Advisory Committee may also include additional faculty members from your primary area. If you have elected a secondary concentration, the MFA Advisory Committee must include one MFA faculty member from that area. If you have not elected a secondary concentration, you will, in consultation with the primary area faculty, choose MFA faculty members whose expertise supports your research direction. With the approval of the MFA Advisory Committee, students may choose an optional fourth voting member (no fifth member). This member can be any SoA graduate faculty member with whom the student has taken at least three credit hours of instruction.

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

Thank you,
MFA Coordinator

------------------------------------------------------------------------------------------------------------------

Student Name ________________________________
Primary Concentration __________________________
Secondary Concentration (if selected) ______________

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<thead>
<tr>
<th>MFA ADVISORY COMMITTEE</th>
<th>PRINTED NAME</th>
<th>MEMBER SIGNATURE</th>
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<td>PRIMARY (CHAIR)</td>
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<td>SECONDARY (IF APPLICABLE)</td>
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<td>OTHER(S)</td>
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Please return as soon as possible.
END OF SEMESTER (EOS) REVIEWS

All full-time MFA students will participate in EOS graduate reviews until the semester they are enrolled in ART6301. Exceptions to this will require written approval of the student’s MFA Advisory Committee. These reviews are intended to allow the faculty to become familiar with the development of all MFA students and, in turn, allows each student to benefit from a diversity of feedback from the faculty. Each review is generally twenty-five to thirty minutes in length, and is conducted by the respective faculty members and guided by the MFA Coordinator. Students must prepare a short written statement about their recent endeavors and accomplishments in the studio and present it to the assembled faculty.

Based on the MFA calendar, MFA students may be invited to attend other students’ graduate reviews as an observer. The MFA students attending may look, listen, and take notes, but may not contribute to the discussion in any manner. A student may choose to have a closed review that restricts other students from attending. In that case, the student will notify their MFA Advisory Committee Chair or primary concentration faculty, as well as the MFA Coordinator, to assert their choice.

The EOS procedure is as follows:

1. Brief oral and/or written statement by the student.
2. Questions and comments by members of the MFA faculty and other invited faculty.
C. FACILITIES

1. Studio Assignments, General Information, Key Policy, Access/Hours Policy
2. Studio Use Policy
MFA STUDIO ASSIGNMENTS

The available MFA studio concentrations are assigned to full-time MFA students and are intended to be used solely as a studio facility for activities pertinent to the degree plan. MFA students should know that the space may be: temporary, shared, reassigned at any time.

The MFA Coordinator assigns the studio spaces for the MFA students 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 School of Art will provide studio space for the individual student’s primary concentration. All graduate studios must comply with School of Art Health and Safety guidelines. Be sure you are familiar with them.

MFA faculty teaching graduate courses may make additional studio requests if the student’s work requires additional space.

To retain access to an MFA 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 MFA 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 the signed form to MFA 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 online with the approval by MFA Coordinator with the consultation of the primary concentration faculty and School of Art Project Manager.

BUILDING HOURS AND STUDENT ACCESS

1. Academic Year. Any graduate student wishing to work in the Architecture building past 10:00), any night, must get an approval from the Architecture Office.
MEMORANDUM

TO: MFA 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. All studios must comply with SOA Health and Safety regulations at all times. The undersigned has read, understands, and agrees to the MFA Studio Use Policy and will abide by it.

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

************** GRADUATE STUDENT

Graduate Student Signature__________________________________________

Date: ____________________________________________________________
GRADUATE MFA STUDIO USE POLICY
Privileges and Responsibilities

PRIVILEGES

After a student is accepted as a candidate to the MFA program in Studio Art, the student becomes eligible to receive a graduate studio space when available. The available MFA studio concentrations are assigned to full-time MFA students who are currently enrolled in graduate art classes. Studios are provided for the production of artwork 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 new student to the program may obtain access to the graduate studio space by requesting a studio space to the respective primary concentration faculty at the beginning of the term for assignment of a studio space. The graduate studios are assigned/allotted by the primary concentration faculty and the MFA Coordinator at the beginning of each term according to space availability, media compatibility, student enrollment status, and continued use. The School of Art will provide space for the individual student’s primary concentration and may provide additional studio space as needed and if available.

APPLICATION PROCESS: RETURNING STUDENTS

A returning student who may wish to change studio locations must submit a request for a studio change to the primary concentration faculty and MFA Coordinator. All requests for a studio change will be considered, in consultation with the primary concentration faculty and the MFA Coordinator.
RESPONSIBILITIES

Graduate studio space is provided for MFA 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 ensure a productive, safe and healthy professional work environment for the student. To retain access to MFA studio space, the student will comply with the following:

1. The individual must be a graduate student pursuing the MFA 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 with in the School of Art. Materials are listed in the SDS manuals located in each studio within the School of Art. Materials or substances used that are not included in the SDS 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 MFA student Exit Form which apply to the student’s individual studio space must be cleared with the MFA 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 MFA 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 MFA 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 MFA studio space. The graduate student will be notified of this action, in writing, by the MFA 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 they are 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 MFA Coordinator.

5. The MFA 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 MFA Coordinator.

6. The student may, in writing, request a reconsideration of the action taken by the MFA 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 MFA Coordinator.

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

8. Final determination rests with the School of Art Director 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. Student Code of Conduct
5. Assistantships and Competitive Scholarships Application Form
GRADUATE ASSISTANTSHIPS
(Revised May 2013)

DEFINITION OF TERMS
Graduate advisors in individual academic departments should be contacted for information regarding assistantship positions. Assistantships are not coordinated through the Graduate School.

- **Research Assistantship**
  A graduate student in an institution of higher education employed in support of the research mission of the unit, its director or faculty, in laboratory, field, or computer work, or such other activities as may assist the unit's research effort.

- **Teaching Assistantship**
  A graduate student in an institution of higher education employed in support of the teaching mission of the unit who is responsible for a quiz, drill, or laboratory section.

- **Graduate Part-Time Instructor**
  A graduate student in an institution of higher education employed in support of the teaching mission of the unit who is responsible for, or in charge of, a class or class section, or a quiz, drill, or laboratory section. Graduate student must have at least 18 graduate hours in the teaching filed.

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

SCHOOL OF ART ASSISTANTSHIPS AND SCHOLARSHIPS

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

Assistantships and scholarships will be awarded to full-time graduate students who are seeking MFA 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.

3. Students should note that assistantships are not guaranteed to continue, but are renewed each semester based on performance. In the case of poor job performance or other instances of unprofessional behavior, a student could lose their assistantship for the next semester or for the remainder of their graduate career.

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 concentration.

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 MFA 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 School of Art 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. Graduate students are reminded to be professional in all their dealings with faculty, undergraduate students and their colleagues.

1. Graduate Students are recommended by their primary concentrations for an assistantship based on their strengths and the needs of their concentration of study. Concentrations decide who will teach (GPTI-Graduate Part Time Instructor) and who is preparing for teaching (TA-Teaching Assistant). Concentrations list who is available for outside assignments and who has requested specific outside concentrations of experience.

2. Many concentrations have long term plans on how to move their graduate students through assistantship experience in their primary concentrations and in outside concentrations 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 concentrations: The School of Art awards graduate students assistantships as part of student learning. Funding from some of these concentrations 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 concentrations or have an understanding of these service concentrations.)

*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 concentration related to the operation of an art facility.)
Studio Foundations, GPTIs/TAs 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 concentration 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 concentration 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 concentration 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, as a curated exhibition provides 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 Concentration Advisor so that their assistantship assignments can be finalized. If a student wishes to be considered for a position outside of the primary concentration of study, this assistantship assignment must agreed upon in consultation with the primary concentration faculty and the concentration Coordinator.

Supervision and Evaluation

1. Teaching assistants will be evaluated by the immediate faculty supervisor, the art foundations Coordinator and/or the graduate faculty MFA Advisory 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).
Name ___________________________ ID Number R ___________________________
Address __________________________
Email Address __________________________
Primary Studio Concentration __________________________ Secondary Studio Concentration(if applicable) __________________________
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
☐ I am applying for Assistantships (TA/GA/GPTIs).
☐ I am a completed first year ☐ Completed second year
☐ 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
☐ 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
School of Art
Texas Tech University
Box 42081 - 101 Art Building
Lubbock, TX 79409-2081
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 MFA 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 MFA Coordinator and alert the Coordinator should any discrepancy or credit shortage exist.

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

The following “filing” and “admission” guidelines are from the 2017-18 Graduate Catalog.

_Filing the Official Degree Program._ Immediately following the first semester of enrollment (or the completion of 9 hours), the student should submit to the Graduate School a “Program for the Master’s Degree and Application for Admission to Candidacy” as prepared by an official representative of the proposed major school and of other school as indicated under “Minor” in the preceding section. Forms for the “Program for the Master’s Degree and Application for Admission to Candidacy” are available online at www.depts.ttu.edu/gradschool.

When an approved program of study is filed with the Graduate School, students are expected to follow it as the basis of all subsequent enrollments. Substitution of courses can be made only on the written recommendation of the school or departments concerned and approval of the graduate dean.

Approval of a “Program for the Master’s Degree and Application for Admission to Candidacy” 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 the 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 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:
- All conditions relating to admission to the program have been met.
- At least 9 semester hours of the graduate work required for the master’s degree have been completed (exclusive of transfer and extension courses).
- All required leveling work has been completed with C or better grades.
- An average grade of 3.0 or better has been maintained in all courses comprising the official program exclusive of leveling work.
- Proficiency in a foreign language or tool subject required for the particular degree has been acceptably demonstrated.
- The general field of the thesis has been stated and approved (for thesis student only).
- Work to date is acceptable to school concerned, as attested by their approval of the application for admission to candidacy.
- The entire program conforms with the general requirements of the Graduate School and the requirements of the particular degree.

_Time Limit._ With the exception of certain specially approved programs, work credited toward a master’s degree must be completed within six years. Students whose graduate study at Texas Tech is interrupted by active duty military service will be granted an extension of time for the period of their active duty.
F. MFA 6301 COURSES

1. General Information and Procedures
2. 6301A Checklist
4. 6301A: MFA Report Title Page
5. 6301A: MFA Lecture, Orals: Guidelines and Procedures
6. 6301B: MFA 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 MFA report, the student’s “lecture” and the student’s oral examination. The second 6301 (B), will be devoted to the student’s MFA Exhibition, the exhibition orals, and submitting one bound copy of the MFA report.

6301A
MFA 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.

6301B
MFA EXHIBITION and Exit Orals. This is considered a studio course. The student will enroll during the last semester of matriculation.

1) 6301A Requirements: report, 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 MFA 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 MFA Advisory Committee members or via mailbox exchange. It is suggested that the student be adamant in requesting the MFA Advisory 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 MFA Advisory 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 MFA report must be approved before the lecture is presented.

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

6301A MFA Report

3) Lecture: The student will work with the advisory MFA Advisory Committee on the lecture portion of 6301A (see checklist). It is advised to present an outline during an initial meeting with the MFA Advisory 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 MFA Advisory Committee at least one week before the lecture is scheduled.

The MFA 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

( ) Exhibition Space reserved for MFA exhibition
( ) Room B-01/Other lecture hall reserved for lecture through Art Office

MFA Report

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

Lecture

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

1. **Lecture**: The student will be responsible for a formal lecture. It will be a carefully researched and written visual and verbal presentation which will be based on the student’s MFA artwork.

2. **Format**: A digital image lecture of twenty to forty minutes in duration, describing all aspects of the student’s artwork. Some considerations or requirements are:
   a) The student’s MFA 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 images.
   c) The lecture must contain verbal and visual references to concentrations other than the student’s artwork. Influences such as art history, current art, science & medicine, engineering, philosophy, literature, etc. can be incorporated into the lecture, as long as any reference is supportive of the student’s MFA artwork.

3. **MFA Advisory Committee**: The student’s MFA Advisory 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 MFA Advisory Committee. At least three rehearsals should occur with the MFA Advisory Committee - rough outline, some specifics, rough completion - before finalization of the lecture.

4. **Calendar**: The lecture will be given towards 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 MFA students are invited. **Attendance by MFA students will be a requirement. Immediately after the presentation, the candidate will be expected to respond to audience questions.**

6. **Lecture Orals**: The oral examination will be responsive to the MFA Lecture and several examples of the student’s artwork. It will take place immediately following the question and answer period and will be conducted by the chair of the MFA 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. The exam will address the formal aspects of the presentation of the lecture, then the content of the talk and how it relates to/clarifies the student's work.
6301 A&B. MFA WRITTEN REPORT: GUIDELINES AND PROCEDURES

These are guidelines meant to be flexed and adjusted according to the individual student’s needs and to the MFA Advisory Committee’s discretion.

It is important to schedule a meeting with the advisory MFA 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 MFA Advisory 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 MFA Advisory 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. **MFA Advisory Committee.** The MFA Advisory Committee consists of a minimum of three MFA faculty members. It is required that the MFA Advisory Committee include at least one MFA faculty member from the student’s primary concentration, who will serve as Chair (or a chairperson will be recommended at the discretion of the primary area). The MFA Advisory Committee may also include additional faculty members from the primary area.

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

   The MFA Advisory Committee will advise the student during the completion of the report. It is the student’s responsibility to arrange a conference schedule with the MFA Advisory Committee. After the MFA Advisory 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 MFA Advisory 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&B: MFA WRITTEN REPORT: CONTENTS

Procedure for 6301 A: MFA Report guidelines and procedures will be reviewed at the beginning of the 6301A semester by the MFA Coordinator, and the following list of topics will be distributed. The topics may be included 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. Please keep in mind that neither the following topics nor the order are mandatory. These are suggestions to help stimulate your writing.

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
Primary Concentration Discipline

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

Printed Name       Signature

MFA ADVISORY COMMITTEE CHAIR, TITLE

Printed Name       Signature

MFA ADVISORY COMMITTEE MEMBER, TITLE

Printed Name       Signature

MFA ADVISORY COMMITTEE MEMBER, TITLE

Printed Name       Signature

MFA ADVISORY COMMITTEE MEMBER, TITLE

Accepted Month, Year

F.7
6301 B: MFA EXHIBITION & EXIT ORALS: GUIDELINES and PROCEDURES

1. **Exhibition**: The student will assemble and install a Graduating MFA Exhibition of their MFA artwork. As 6301B is considered a studio course, the semester will be devoted to the exhibition: from reserving the space, to completing artwork, to the installation and opening/reception.

2. **Calendar**: The exhibition should occur during the fifth semester. The student should arrange for the scheduling of the space as early as possible.

3. **Exhibition**: An exhibition of the student’s primary and secondary or supporting studio artwork. Some requirements are:
   a) Formal announcements/invitations designed, distributed, and posted.
   b) A formal opening, typically on a Friday or Saturday evening.
   c) A digital documentation of the artwork and two or three installation views from this exhibition must accompany the final submission of the MFA Report.

4. **Exit Orals**: The student will arrange a meeting with the MFA Advisory Committee during the exhibition. It will take place in the exhibition space and is to be considered a “Final Examination” relative to the exhibition. The MFA Advisory Committee will be responsible for approval or non-approval of the MFA Exhibition and Exit Oral. In the case of non-approval, the MFA Advisory Committee may recommend a remedy based on the discussion.

One bound copy of the MFA Report will be submitted to the MFA Advisory Committee during this meeting. This meeting will also serve to satisfy the Graduate School’s requirement of Exit Orals being administered during the student’s exit semester. The MFA Advisory Committee Chair is responsible for submitting the MFA Report to VRC.

The MFA Advisory Committee Chair will send the MFA Coordinator the signed forms for 6301A and B that indicate whether or not the student has passed the oral exams. 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 MFA student must comply with School of Art requirements listed below before graduating or leaving Texas Tech University.

( ) 1. The assigned studio concentration has been cleaned and vacated.

( ) 2. Issued keys have been returned to the Lock Shop at the Physical Plant building.

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

( ) 4. The MFA survey has been completed and an interview with the School Associate Director has been held.
**SCHOOL OF ART GRADUATE STUDENT EXIT FORM**

Each student in the MFA 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFA Coordinator</td>
<td>All work, materials, and equipment have been removed and the space cleared and left clean for the new occupant.</td>
</tr>
<tr>
<td>Lock Shop Staff</td>
<td>Issued keys have been returned to the Lock Shop at the Physical Plant building.</td>
</tr>
<tr>
<td>Director, School of Art</td>
<td>Copies of courses grades, course syllabi, and tests for the last GPTI teaching semester have been given to the school director in order for them to be available for possible grade appeals.</td>
</tr>
<tr>
<td>Associate Director, School of Art</td>
<td>The MFA Exit Survey has been completed and an interview has been held with an SoA associate director.</td>
</tr>
</tbody>
</table>

**Graduate Student**

<table>
<thead>
<tr>
<th>Permanent Address</th>
<th>City, State, ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Permanent Address</td>
</tr>
</tbody>
</table>

**Country**

<table>
<thead>
<tr>
<th>Email</th>
<th>Telephone Number</th>
</tr>
</thead>
</table>

G.2
SCHOOL OF ART GRADUATE STUDENT SURVEY/MFA

1. Please list your opinions regarding the following questions.

<table>
<thead>
<tr>
<th>Area</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 concentrations: (If you did not have any classes in a specified field, circle, NA for Not Applicable.)

<table>
<thead>
<tr>
<th>Area</th>
<th>Low Quality</th>
<th>High Quality</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Studio Concentration of Specialization</td>
<td>1 2 3 4 5</td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>Secondary or supporting Studio Concentration</td>
<td>1 2 3 4 5</td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>Art History Courses</td>
<td>1 2 3 4 5</td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>Seminar</td>
<td>1 2 3 4 5</td>
<td></td>
<td>NA</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 the members of your graduate MFA Advisory Committee helpful in the works-in-progress graduate reviews? (ANSWER ON NEXT PAGE)
7. What suggestions would you make to improve the works-in-progress graduate review? (Time frame, scheduling, expectations, feedback, etc.)

______________ Yes ______________ No

8. Were your MFA Advisory 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 concentration of emphasis, do you feel you had adequate opportunities to work in the following situations? (Circle appropriate response for each item.)

<table>
<thead>
<tr>
<th>Situation</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent studio work in your primary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interdisciplinary collaborative projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: __________________________________________
12. 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>Very Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>1  2  3</td>
<td>4  5</td>
</tr>
<tr>
<td>Cost</td>
<td>1  2  3</td>
<td>4  5</td>
</tr>
<tr>
<td>Recommendation by: Name &amp; Affiliation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistantship</td>
<td>1  2  3</td>
<td>4  5</td>
</tr>
<tr>
<td>Quality of education</td>
<td>1  2  3</td>
<td>4  5</td>
</tr>
<tr>
<td>Reputation of the university</td>
<td>1  2  3</td>
<td>4  5</td>
</tr>
<tr>
<td>Reputation of the school of art</td>
<td>1  2  3</td>
<td>4  5</td>
</tr>
<tr>
<td>Presence of a particular faculty member</td>
<td>1  2  3</td>
<td>4  5</td>
</tr>
<tr>
<td>Visit to campus and department</td>
<td>1  2  3</td>
<td>4  5</td>
</tr>
<tr>
<td>Summer Studio Classes</td>
<td>1  2  3</td>
<td>4  5</td>
</tr>
<tr>
<td>Recommendation of an alumnus</td>
<td>1  2  3</td>
<td>4  5</td>
</tr>
<tr>
<td>Other</td>
<td>1  2  3</td>
<td>4  5</td>
</tr>
</tbody>
</table>

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

________________________________________________________________________________________

________________________________________________________________________________________

14. 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 Concentration of Specialization:___________________

Secondary Studio Concentration (if applicable):_______________________

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.