

University of Idaho

Art Department

Graduate

Policies & Procedures

These Policies and Procedures have been established by the art faculty. They are supplemental to the University General and Graduate Catalog and in no way supersede or replace any UI Policy and/or Procedures. Every effort has been made to insure their accuracy and compliancy with UI General Regulations.

Study Plans will conform to these guidelines; exceptions will be petitioned through the Major Professor to the art graduate faculty. Deficiency and/or required course work may be specified as determined by the art graduate faculty.

Additional course work is usually specified at the Admission or Initial review.

University of Idaho
Department of Art
College of Art and Architecture
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Policies

Admission

Admission to graduate degree programs in art is determined by the art graduate faculty.

All persons admitted to art degree programs must meet the general University requirements for admission to the College of Graduate Studies *and* be accepted to a degree program by the art faculty.

Application for admission to the graduate program in art is made to the University of Idaho Office of Admissions. Supporting materials are submitted to the Art department.

Application Deadline

Applications are considered by the art graduate faculty during the department admission review. The decision to admit to the graduate program is decided by the majority of the voting art graduate faculty. Applicants will be informed, in writing, of the faculty's decision.

Applications for admission to art graduate degree programs are considered during the spring semester for admission the following fall.

The application deadline is February 15, for admission the following fall.

Financial Aid

To receive full consideration for Financial Aid *both* a UI Financial Aid Application (FAA) form and the results of the Free Application For Federal Student Aid (FAFSA) must be received by Student Financial Aid Services.

The (FAA) form is included as part of the standard UI graduate admissions package. It must be received by the Office of Student Financial Aid Services by *February 15*.

The results of the Free Application For Federal Student Aid (FAFSA) must be received by UI Student Financial Aid Services in early March for the following fall semester.

UI Student Financial Aid Services recommends that FAFSA be mailed by January 31 to be sure that the form will be received at the processor by the February 15th deadline.

Questions concerning financial aid may be made directly to Student Financial Aid Services. Phone (208) 885-6312.

Financial Aid forms do not have to be filed to be eligible for department assistantships.

Assistantships

All graduate students are considered for assistantship assignments. Those not wishing to be considered for assistantships should notify the department or the Graduate Coordinator.

The awarding of assistantships, and establishing assignments and salary levels, is the responsibility of the department administrator.

Specific assignments are developed by the department administrator in consultation with the Graduate Coordinator and the art graduate faculty. Assistantships are determined on the basis of department requirements.

Assistantships fall into the following categories:

Teaching Assistants (TA)

TA's have grading responsibility. Faculty are assigned oversight responsibility.

Instructional Assistants (IA)

Assist faculty in course instruction. Faculty are responsible for grading.

Graduate Assistants (GA)

Assigned to individual faculty to provide support for course instruction.

Research Assistants (RA)

Assigned to provide faculty research assistance.

Actual assistantship responsibilities may be a combination of the above.

The M.F.A. is the terminal degree in studio art. Thus, the major portion of the student's thesis consists of a one-person exhibition of professional quality work.

Master of Fine Arts

Degrees

The M.F.A. Exhibition is supported by a written statement on the nature of the work.

The written statement includes such theories, experiments, or evolutionary processes as were used in effecting the results.

One copy of the final thesis statement is submitted to the art office before graduation.

A final verbal examination is required. The final examination may be supplemented with a written examination at the discretion of the graduate committee.

A minimum of sixty credits beyond the bachelor's degree is required.

Of these, at least 34 credits must be 500s level art studio courses. No more than 10 credits in 300s and 400s level courses in supporting areas may be included on the M.F.A. Study Plan.

A maximum of 20 credits of Art 590, M.F.A. Exhibition, may be used to fulfill M.F.A. degree requirements.

Areas of concentration are painting, drawing, sculpture, ceramics, graphic design, theoretical design, printmaking, photography, and textile design. A direction may be developed that combines or relates closely to two or more of these specific areas.

General M.A.T. requirements apply. Candidates who enter this program must have completed 20 credits in drawing, design, and art history.

Master of Arts in
Teaching
Major in Art

Fewer than four credits in one of these three areas will be considered a deficiency.

Of the 30 credits required to complete the degree, at least 6 must be in 500s level courses and at least 20 credits must be earned in art.

The core group requirements enable the student to concentrate in an area of personal interest but require experience in four of the following fields: painting, drawing, sculpture, ceramics, graphic design, printmaking, photography, and textile design. If the candidate has taken a sufficient number of the requirements in undergraduate work, he or she will have a broader choice of electives.

A comprehensive written and/or verbal examination is required. The examination is administered by the full graduate committee.

Advisers are responsible for guiding the student through a course of graduate study. The art department uses three graduate advisers:

Advisers

Graduate Coordinator

Counsels all new graduate students. Coordinates graduate reviews and exhibition schedules. Assigns studios in the GAS House.

M.F.A. Adviser

Assigned to all new M.F.A. students by the Graduate Coordinator in consultation with the department administrator, before the first semester of graduate study.

Serves as the student's adviser until the selection and appointment of the Major Professor.

Major Professor

The adviser and chair of the student's graduate committee.

M.F.A. majors select a major professor before the end of the second semester.

M.A.T. majors select a major professor during the first semester.

Policies

Studio Courses The following studio courses are open to graduate students accepted by the department to the M.F.A. or M.A.T. degree programs:

Art 515
Art Faculty Studio

Open only to art majors. Studio research taken from the entire art faculty; students are required to arrange at least two studio critiques / faculty each semester.

With the M.F.A. Adviser's approval students may register for Art 515 without prior arrangement with individual faculty members.

Final grades will be assigned by the M.F.A. Adviser or the Major Professor, in consultation with the art faculty.

No more than 12 credits of Art 515 may be counted toward art graduate degree requirements. Only one course, not to exceed 6 credits, may be taken each semester under this category.

Art 516
M.F.A. Art Studio

Open only to MFA majors. Studio research taken from two or more art faculty members.

Students arrange a course schedule with two or more faculty members. The student must receive approval from involved faculty members prior to registration.

The faculty members will meet individually and as a group with the student during the semester. The faculty-group responsible for the specific course (or section) will collectively award the final grade.

The student is encouraged to request at least one collective critique from the faculty-group during the semester. It is the student's responsibility to coordinate such a meeting.

Only one course, not to exceed 3 credits, may be taken each semester under this category. No more than 9 credits of Art 516 may be counted toward art graduate degree requirements.

Prerequisite: Successful completion of 6 credits of Art 515.

Art 521
*MFA/MAT
Individual Critique*

Open only to MFA and MAT-art majors. Studio research taken from individual art faculty members.

Students *must* receive approval from the faculty member prior to registration.

Individual faculty members may require a written statement of goals and objectives from the student.

The faculty member will direct the student's efforts in the course and will award the final course grade.

Only one course, not to exceed 3 credits, may be taken each semester under this category. No more than 6 credits of Art 521 may be counted toward art graduate degree requirements.

Prerequisite: graduate standing and instructor permission.

Art 520
Studio Workshops

Individual art faculty, faculty-groups, or guest artists may offer specialize studio experience.

Content may be in technical areas (neon, for example), traditional media specific workshops with guest artists (lithography, for example), or in non-media specific concept articulation activities (installation, for example).

No more than 6 credits of Art 520 may be counted toward art graduate degree requirements.

Prerequisite: admission to the M.F.A. or M.A.T. program and instructor permission.

300 and 400 Courses The M.F.A. degree allows 4-7 credits of adviser approved electives.

A maximum of 7 credits of adviser approved 300s, 400s, or 500s level courses in supporting areas may be counted on the M.F.A. degree Study Plan.

300s and 400s level art courses may be listed as deficiencies or required course work on the M.F.A. Study Plan.

300s level art courses may be included on the M.A.T. Study Plan.

Studio research devoted to the preparation of the M.F.A. Exhibition.

A minimum of 16 credits is required.

Not more than 20 credits may be counted toward the M.F.A. degree.

Normally taken from the Major Professor and graduate committee.

Exceptions must be approved, in writing, by the Major Professor, the student, the graduate committee, and the department administrator prior to registration in this course.

Art 590 is graded each semester with a letter grade by the Major Professor, in consultation with the committee.

Students may not register for more than a total of 8 credits per semester in Art 590.

Prerequisite: admission to the M.F.A. or M.A.T. programs, and successful completion of 6 credits of Art 515.

Art 590
M.F.A.
Exhibition

Research
Courses

Preparation of the statement which accompanies the M.F.A. Exhibition.

4 credits of Art 500 are required to meet M.F.A. degree requirements.

Normally taken from the Major Professor and graduate committee.

Exceptions must be approved, in writing, by the Major Professor, the student, the graduate committee, and the department administrator prior to registration in this course.

Art 500 is graded by the Major Professor, in consultation with the graduate committee.

Normally graded as In-Progress, IP, but may be graded each semester with a letter grade. IP grades imply satisfactory progress towards degree completion and are assumed to be A or B equivalents. Letter grades are assigned for all IP grades, by the Major Professor, after the final examination.

Prerequisite: admission to the M.F.A. or M.A.T. programs, and successful completion of 6 credits of Art 515.

Art 500
*Master's Research
and
Thesis*

Non-studio courses intended to support the student's studio activity and interests.

Seminar in professional art concerns.

6 credits of Art 507 are required in all art graduate degrees .

Participation in UI recognized Study Abroad programs.

Must be approved by the Major Professor, and the departmental administrator prior to registration.

No more than 6 credits of Art 506 may be counted toward art graduate degree requirements

Readings in art.

Subject area will be announced by the instructor.

3 credits of Art 508 are required in all art graduate degrees.

Prerequisite: graduate standing and instructor permission.

Hands-on experience in gallery practices and management.

Course is coordinated by the Director, University Galleries. Students may be expected to work in the Prichard Gallery and/or the University Gallery.

No more than 6 credits of Art 510 may be counted toward art graduate degree requirements.

Classroom assistance in teaching. Conducted under faculty supervision. Open to art majors only.

Individual faculty members are responsible for practicum training and supervision. Practicum students are not given grading responsibility for courses.

Practicum credit may be received in addition to assistantship responsibilities.

No more than 6 credits of Art 597 may be counted toward art graduate degree requirements.

Credit for work with professional artists. Open to art majors only.

Must be approved by the Major Professor, and the departmental administrator *prior* to registration.

No more than 6 credits of Art 598 may be counted toward art graduate degree requirements.

Special Topics.

Art 507
Art Seminar

Art 506
Study Aboard

Art 508
Readings in Art

Art 510
Gallery

Art 597
Practicum

Art 598
Internship

Art 505
Special Topics

Non-Studio
Courses

Policies

Course Classification	Coursework listed on The Study Plan, and the M.F.A. Initial Study Plan, falls into the following categories:
	<p>Regular Courses taken to fulfill general and Study Plan requirements. Courses in this category are normally chosen by the student in consultation with the M.F.A. Adviser or Major Professor.</p> <p>Required Courses required by the art graduate faculty or graduate committee to be part of the Study plan. Courses determined to be important to the student's development.</p> <p>Deficiency Courses needed to provide background for art graduate programs. Determined by the art graduate faculty at the Admission and/or Initial Review. Determination of deficiencies is normally based on College Art Association guidelines for the M.F.A. degree, an evaluation of the student's transcript(s), and statement of goals and objectives. For example... The CAA suggests that a student have completed 100 credits in studio courses by the end of their M.F.A. degree program. The M.F.A. degree program at Idaho requires a minimum of 36 credits in graduate level studio courses. Thus, a student entering the M.F.A. program with fewer than 64 studio credits may be determined to be deficient in studio credits and be required to include undergraduate studio course(s) on his or her Study Plan. Deficiency courses are 100s, 200s, or 300s level art courses, or 100s, 200s courses in supporting areas. Deficiency courses may be listed on the Study Plan. If listed on the Study Plan, they must be completed to meet graduation requirements. Deficiency courses do not count toward satisfying the 60 credit minimum requirement for the M.F.A. degree.</p>
Transfer, Nonmatriculated, Unclassified, Correspondence	<p>No more than a combined total of 12 credits taken under the following classifications may be included in a master's Study Plan.</p> <p>Inclusion of credits in the Study Plan must be approved by the art graduate faculty, the major professor, the committee and the department administrator. The student must petition the art graduate faculty through the M.F.A. Adviser or the Major Professor.</p> <p>Transfer credits Credits earned at another school. Credits earned at an institution which does not have a regular graduate program in art <u>cannot</u> be transferred to UI for graduate credit in art programs.</p> <p>Nonmatriculated Credits earned while in nonmatriculated status at UI.</p> <p>Unclassified Credits earned in unclassified status at UI.</p> <p>Correspondence Credits earned through UI correspondence study.</p>
Second Master's Degree	<p>An applicant who has a master's degree may request to include up to 6 credits from the previous degree in his or her Study Plan for a second master's degree.</p> <p>Inclusion of credits in this category must be approved by the art graduate faculty, the major professor, the committee and the department administrator.</p>
Transfer credits between Art degrees	<p>The amount of credit transferable from one UI art graduate degree to another is determined by the student's committee and the art graduate faculty.</p> <p>No more than 18 non-studio credits may be transferred from one art degree program to another. The number of transferable studio credits is determined by the student's Major Professor, the graduate committee and the art graduate faculty at the time of the Change of Degree Objective Review. Such determination is made on the basis of the level of the student's studio work.</p>

Art graduate faculty is defined as those faculty members on full-time appointment in the art department who hold the rank of Assistant Professor, or above, and are members of the UI Graduate Faculty.

Only art graduate faculty members may participate in discussions and decisions concerning graduate policies and procedures, graduate admissions, change of degree objective, degree requirements, or grading of graduate students taking Art 515 courses.

Exceptions may be granted to guest artists in-residence, adjunct/affiliate faculty, sabbatical replacements, or others as determined by the art graduate faculty. Such exceptions are normally granted for a specified period of time.

The Graduate Coordinator, and the art department administrator, are the primary administrators of the graduate program.

The Graduate Coordinator...

Conducts pre-admission correspondence...

The Graduate Coordinator assembles admission materials for the department Admission Review.

All inquiries pertaining to admission requirements, degree programs, procedures, policies and regulations should be directed to the Graduate Coordinator.

Conducts all initial advising and counseling...

The Graduate Coordinator serves as the student's adviser until the appointment M.F.A. Adviser or the Major Professor.

At the beginning of the first semester of graduate study the Graduate Coordinator, in consultation with the art department administrator, appoints an M.F.A. Adviser for all new students.

The M.F.A. Adviser assumes all advising responsibilities for the student during the first year.

Assigns graduate studio space...

The Graduate Coordinator assigns studio space in the Graduate Art Studio (GAS House).

The Graduate Coordinator oversees, in cooperation with the UI Safety Office and the department, the safe operation and maintenance of the GAS House facilities, and equipment.

Schedules and coordinates all graduate reviews and exhibitions...

The M.F.A. Adviser serves as the student's adviser prior to the selection and appointment of the Major Professor and graduate committee.

The student, in consultation with the M.F.A. Adviser, selects a Major Professor from available art graduate faculty before the end of the second semester of graduate study.

The art graduate faculty may appoint Major Professors for graduate students.

It is the M.F.A. Adviser's responsibility, in consultation with the student, to develop the M.F.A. Initial Study Plan.

The M.F.A. Initial Study Plan must incorporate:

All deficiency and required courses specified by the art graduate faculty at the department Admission and the Initial Reviews.

Transfer, nonmatriculated, unclassified and correspondence credits specified as allowable must also be listed on the M.F.A. Initial Study Plan.

A copy of the M.F.A. Initial Study Plan is placed in the student's department file.

The M.F.A. Adviser monitors the student's conformance to the M.F.A. Initial Study Plan to insure that the student is performing satisfactorily and is meeting all courses requirements.

The M.F.A. Adviser is the student's advocate with the department graduate faculty.

The M.F.A. Adviser presents the student at reviews and makes every effort to insure that the student's work is facilitated with other faculty members.

Policies

Major Professor

The Major Professor—chairperson of the graduate committee—must be a member of the UI Graduate Faculty and a full-time member of the art faculty.

M.F.A. Major Professors are selected and appointed within three semesters of registration in an M.F.A. program.

As soon as feasible, with respect to the availability of faculty members in the student's area of concentration, but within three semesters of registration in an M.F.A. program, the student and departmental administrator or graduate coordinator nominate the major professor, who must be a member of the Graduate Faculty.

M.A.T. Major Professors are selected and appointed during the first semester of graduate study.

As soon as possible after the selection and appointment of the Major Professor, the graduate committee is formed.

The Major Professor and student meet to select potential committee members.

The graduate committee consists at least of the major professor as chair, a second faculty member from the major field, and a member from a discipline outside the major department's discipline(s). A department faculty member who has an adjunct appointment to another department cannot be considered an outside committee member for a student in the faculty member's primary department. At least one-half of the members of the committee must be members of the Graduate Faculty. The committee is approved by the vice president for research and graduate studies in accordance with nomination procedures of the department concerned. The committee assumes the responsibility for directing the student's program under the leadership of the committee chair.

M.A.T. graduate committee's typically consist of the Major Professor (Art), a co-adviser from the College of Education, and another art faculty member.

The form "**Appointment of Major Professor and/or Committee Form**" must be completed and submitted to the UI College of Graduate Studies prior to the end of the same semester in which the committee is formed.

The Major Professor and the student are responsible for developing the student's Study Plan.

Within two semesters (or two summer sessions for those attending in the summer only) of registration in an M.F.A. program, the student and major professor or graduate coordinator prepare a study plan, on forms provided, for approval by the student's committee, the departmental administrator, and the vice president for research and graduate studies. Changes later deemed desirable may be made on a special change of study plan form and approved by the committee. Awarding the degree is based on completion of all items required by the study plan. Excessive course requirements should be avoided; emphasis and attention should be given to the thesis presentation.

The Study Plan incorporates those courses taken under the M.F.A. Initial Study Plan.

It is the Major Professor's responsibility to insure that the student's registration is in conformance with the Study Plan.

Changes to the Committee membership or Study Plan requirements must be approved by the student, the Major Professor, the graduate committee, and the department administrator.

The form "**Study Plan and Committee Change Form**" must be completed and submitted to the UI College of Graduate Studies.

M.F.A. Initial Study Plan

The M.F.A. Initial Study Plan is a department document developed by the student's M.F.A. Adviser in consultation with the student. It serves as a guide to the M.F.A. student during the first two semesters of study and is the basis for preparation of the Study Plan.

The M.F.A. Initial Study Plan incorporates...

Regular coursework selected by the student in consultation with his or her M.F.A. Adviser. Deficiencies and/or required courses specified by the art graduate faculty at the Admission and/or Initial Review are listed on the Initial Study Plan.

Transfer, nonmatriculated, unclassified, and correspondence credits accepted toward the degree program are listed on the Initial Study Plan.

A copy of the M.F.A. Initial Study Plan is placed in the student's file.

The Study Plan

The Study Plan is the list of coursework required for the student to complete the degree. All courses listed on the Study Plan must be completed to receive the degree.

The Study Plan is developed by the Major Professor in consultation with the student. The Study Plan must be approved by the members of the student’s graduate committee, the department administrator and the Dean of the College of Graduate Studies.

The form “**Master’s Study Plan**”, is checked and approved by the Major Professor. It is filed with the UI College of Graduate Studies as soon as possible after the appointment of the Major Professor and Committee.

Deficiencies and/or required courses are listed on the Study Plan.

Transfer, nonmatriculated, unclassified, and correspondence credits accepted toward the degree program listed on the Study Plan should be clearly indicated.

It is the Major Professor’s responsibility to insure that the student is making progress towards degree completion by meeting Study Plan requirements.

A sample Study Plan

See page 18 below for specific degree requirements.

		<u>First Semester</u>			<u>Second Semester</u>
Art 507	Art Seminar	3	Art 508	Read. in Art	3
Art 515	Art Faculty Studio	6	Art 515	Art Faculty Studio	6
			Art 516	MFA Art Studio	3
		<u>Third Semester</u>			<u>Fourth Semester</u>
Art 516	MFA Art Studio	3	Art 521	MFA/MAT Individual Critique	3
Art 507	Art Seminar	3	Art 590	M.F.A. Exhibition	4
Required Elective		3		Major Professor Approved Elective	3
		<u>Fifth Semester</u>			<u>Sixth Semester</u>
Art 510	Gallery	3	Art 500	Research & Thesis	3
Art 500	Research & Thesis	1	Art 590	M.F.A. Exhibition	6
Art 590	M.F.A. Exhibition	6		Major Professor Approved Elective	1

Sample
M.F.A.
Study Plan

The graduate committee is responsible for directing the student’s thesis preparation and presentation, oral examination and final thesis grading. It is composed of at least three members:

Major Professor, an art graduate faculty member who serves as the chairperson of the graduate committee. Another art faculty member, and a faculty from a supporting field outside the art department.

At least two-thirds of the committee must be members of the UI graduate faculty.

The Major Professor approves all other committee members after consultation with the student.

Prior to the selection and appointment of the Major Professor and formation of the student’s graduate committee the Graduate Coordinator or M.F.A. Adviser is the student’s adviser. Once selected and appointed the Major Professor assumes advising responsibilities.

M.F.A. students select a Major Professor and form their graduate committee before the end of the second semester of graduate study.

M.A.T. students select a Major Professor and form their committee during the first semester of graduate study.

Graduate
Committee

Policies

Reviews

Reviews are conducted by the art graduate faculty. Reviews are not used as a basis for grades but solely for advisory purposes and change of degree objective determination.

Admission Review

The Admission Review is conducted by the art graduate faculty to determine a recommendation for admission to the art department degree programs.

Initial Review

The purpose of the Initial review is “...to assess the background of the student in both major and supporting fields and to provide in part the basis for preparation of the student’s Study Plan.”

Initial reviews are normally conducted during the first semester of enrollment in the graduate program.

Change of Degree Objective Review

Students wishing to change degree objective may make application to the art graduate faculty at any time after the first semester of graduate study.

A written statement about the students’s work must be distributed to the art graduate faculty before the review. The request for a Change of Degree Objective Review is submitted to the Graduate Coordinator, via the Major Professor. The Graduate Coordinator schedules the review.

Change of degree objective applications are acted on by the art graduate faculty. The results of the review are transmitted, in writing, to the student by the M.F.A. Adviser or the Major Professor.

Advanced Review

Advanced Reviews may be conducted at any time the art graduate faculty determines the need for such a review.

Advanced Reviews may be requested by any graduate student after the first year of graduate study. Requests should be made in writing to the graduate art faculty through the Graduate Coordinator, via the M.F.A. Adviser or Major Professor.

Change of Degree Objective

Graduate students in the M.A.T. degree program wishing to change to the M.F.A. degree may request a Change of Degree Objective Review after the first semester of graduate study.

A formal request is made, in writing, to the Graduate Coordinator, via the student’s Major Professor. The Graduate Coordinator will then schedule a Change of Degree Objective Review with the art graduate faculty.

Entry into the M.F.A. degree program is contingent upon the level of the student’s portfolio and a review of the students academic background.

At the Change of Degree Objective Review the art graduate faculty votes on:

The request to change degree objective.

The number of credits that transfer to the Study Plan...

No more than 18 non-studio credits may be transferred from one art degree program to another.

The amount of transferrable studio credits is determined by the student’s graduate committee and the art graduate faculty at the time of the Change of Degree Objective Review. Studio credits and supporting field credits taken under one degree program do not automatically transfer from one degree to another. Such determination is based on the level of expertise demonstrated in the student’s studio work as determined by the art graduate faculty.

Deficiencies.

In assessing students eligibility for admission to the M.F.A. degree program the art department is guided by the College Art Association's "*Standards for the M.F.A. degree (visual arts)*" 1977.

"The minimum requirement for the M.F.A. is 60 semester credits of course work at the graduate level (90 quarter credits), including courses in art history and cognate areas of study. These required credits may not include any study that is required as makeup for undergraduate deficiencies."

The CAA recommends a combined undergraduate and graduate semester credit total of 24 credits in art history and 100 credits in studio.

While not absolute, this recommendation provides the art graduate faculty with guidelines for admission review and the determination of deficiency and/or required course work.

The CAA recommends a 2 year course of graduate study as an absolute minimum, with three years "preferable and advisable".

The right of petition exists to waive or modify any UI regulation. Favorable action can be expected only when circumstances and the presentation clearly justify an exception.

Petitions

Students wishing to petition art department policies or procedures should do so through the Graduate Coordinator, via their Major Professor or M.F.A. Adviser, to the art graduate faculty.

The art graduate faculty will vote on all petitions. The results of the vote will be communicated to the student in writing by the student's adviser.

Student's wishing to petition UI Policies and Procedures should do so through their M.F.A. Adviser or Major Professor to the appropriate UI Committee.

Every effort is made to insure that each graduate student is assigned an adequate studio. Studio space is assigned each semester by the Graduate Coordinator.

Priorities for assigning studio space are determined by the class seniority, degree major, and actual studio needs of the individual student—as determined by the Graduate Coordinator, in consultation with the art graduate faculty.

The following priorities will be used...

Continuing students enrolled full-time and actively producing work requiring studio space.

New students on a full-time status.

Part-time graduate students meeting Study Plan requirements.

Others on the basis of need and available space.

Students not utilizing and maintaining their studio space will forfeit that space.

It is the student's responsibility to insure that personal tools, supplies, materials, and appliances are used, stored, and maintained in such a manner to meet UI Safety Policies and procedures.

UI policy specifically forbids alcoholic beverages and illegal drugs in university buildings. Graduate students will adhere to all UI regulations governing conduct in studios and classrooms.

Studio
Facilities

"A student is placed on probation after any semester or summer session in which a GPA of less than 3.0 is earned, regardless of the student's cumulative GPA. The student will be disqualified if a GPA of less than 3.0 is earned during the second consecutive semester or summer session in which regular grades of A, B, C, D, or F are received."

Probation,
Disqualification,
and
Reinstatement

To be eligible for reinstatement the student:

- 1) Must not take classes for at least one regular semester (fall or spring);
- 2) Must get the positive recommendation of the departmental administrator;
- 3) Must get UI College of Graduate Studies permission to register, and file the appropriate forms at the Registrar's Office; and,
- 4) Must receive at least a 3.0 GPA the first semester back in the UI College of Graduate Studies.

Procedures

Admission to the UI College of Graduate Studies

All graduate programs at the University of Idaho are part of the UI College of Graduate Studies. Application for admission to the College of Graduate Studies is made through the UI Admissions Office.

Admission is based on...

- An undergraduate cumulative grade point average of 2.8 GPA or higher.
- A bachelor's degree, or equivalent, from an accredited college or university.
- A recommendation for acceptance from the art department.

Application forms may be obtained directly from the UI Admissions Office or from the Art Department. The standard graduate application package contains...

- UI graduate application form (blue), UI Financial Aid Application (FAA) form and a request for graduate student Housing information form.

These should be completed and returned to the UI admissions Office. The FAA form must be received by Student Financial Aid Services by 15 February.

Application to Department of Art

Application for admission to the graduate program in art is made to the University of Idaho Office of Admissions. Supporting materials are submitted to the Art department.

Checklist of application materials...

send to... Office of Admissions

- The completed application form (blue)
- UI Financial Aid Application (FAA) form
- Transcripts from all schools attended
- If you are applying for a department assistantship, have two transcripts sent.

send to... Art Department

- Three letters of recommendation.
- Use the Letter of Recommendation Form sent with the department's initial letter.
- Statement of goals and objectives.
- Describe your professional goals.
- Portfolio of work.
- 20 slides, clearly numbered and labeled in a clear plastic slide sheet. On a separate page list each slide describing materials used, size, etc.

Note:

If you have any questions call the art department:
(208) 885-6851
or the Graduate Coordinator:
(208) 885-5890
You can fax the art department:
FAX (208) 885-9428

The UI toll free number is:
1-800-422-6013

The Graduate Coordinator presents graduate applications to the art graduate faculty at the department Admission Review.

Questions concerning application requirements should be directed to David Giese Graduate Coordinator. email dgiese@uidaho.edu voice (208) 885-5890.

After the Admission Review the Graduate Coordinator informs, in writing, all applicants of the faculty's decision.

A preliminary determination of possible deficiencies, acceptable transfer, nonmatriculated, unclassified, and correspondence credits will be clearly stated in the letter of notification.

A final determination of deficiencies, acceptable transfer, nonmatriculated, unclassified, and correspondence credits will be made after the Initial Review.

Department Admission Review

A department Admission Review is conducted by the art graduate faculty to consider applications to art graduate programs and to develop a recommendation to the UI College of Graduate Studies.

The art graduate faculty considers transcripts of undergraduate work (or graduate work in the case of transfer students), letters of recommendation, the applicant's statement, and the applicant's portfolio of work.

A list of deficiencies and/or required courses to be included in the Study Plan may be developed at this review.

The art graduate faculty bases the review recommendation on the College Art Association Guidelines for the M.F.A., the applicants' portfolio and academic background.

Prior to the first semester of registration in the graduate program the Graduate Coordinator, and department administrator, meet with all graduate students.

Graduate
Coordinator
Conference

First semester M.F.A. students are assigned an M.F.A. Adviser.

GAS House studio space is assigned.

Assistantship assignments are coordinated.

Questions concerning actual course assignment or salary should be directed to the department administrator.

The M.F.A. Adviser, in conference with the student, develops the M.F.A. Initial Study Plan and the semester class schedule.

M.F.A. Adviser
Conference

The M.F.A. Initial Study Plan incorporates any deficiency or required coursework, or requirements, established during the department Admission Review. (Further requirements may be specified after the Initial review).

The Graduate Coordinator serves as the adviser for all M.A.T. students until the selection and appointment of a Major Professor.

M.A.T. Adviser
Conference

The M.A.T. Initial Study Plan and first semester class schedule are developed by the Graduate Coordinator in conference with the student.

The M.A.T. Initial Study Plan incorporates any deficiency or required course work, or requirements, established during the department Admission review.

The Initial Review is conducted by the entire art faculty during the first semester of graduate study for all new graduate students. This review is scheduled by the Graduate Coordinator.

Initial
Review

The student's studio work and academic background are reviewed to determine possible specific course work the art faculty may require to be incorporated into the Study Plan.

May be administered during the first semester by the Graduate Coordinator. Used to determine possible art history deficiency.

Art History
Qualifying Exam

M.F.A. students, in consultation with their M.F.A. Adviser, select a Major Professor and form their graduate committee before the end of the second semester of graduate study.

Selection of
Major Professor

M.A.T. degree students, in consultation with the Graduate Coordinator, select a Major Professor and form a graduate committee during the first semester of graduate study.

The Major Professor and student meet to select potential committee members.

Selection of the
Committee

The Major Professor should contact potential graduate committee members to insure their willingness and capability to serve.

In addition to the Major Professor one committee member must be from the art department and one member must be from a supporting area outside the art department.

M.A.T. graduate committee's typically consist of the Major Professor (Art), a co-adviser from the College of Education, and another art faculty member.

The form "Appointment of Major Professor and Committee for the Master's Degree" must be completed and submitted to the UI College of Graduate Studies prior to the end of the same semester in which the committee is formed.

Procedures

Preparation of Study Plans

The Major Professor and the student are responsible for developing the student's Study Plan.

The Study Plan must be approved by the graduate committee, the department administrator, and the Dean of the College of Graduate Studies. The Study Plan incorporates those courses taken under the M.F.A. Initial Study Plan.

It is the Major Professor's responsibility to insure that the student's registration is in conformance with the Study Plan.

Changes to the Committee membership or Study Plan requirements must be approved by the student, the Major Professor, the graduate committee, and the department administrator.

The form "Graduate Program/Committee Change" must be completed and submitted to the UI College of Graduate Studies.

The Study Plan is the list of course work required for the student to complete the degree. All courses listed on the Study Plan must be completed to receive the degree.

Deficiencies established by the Admission or Initial Review may be listed on the Study Plan.

M.F.A. Initial Study Plan

The M.F.A. Initial Study Plan is a department document developed by the M.F.A. Adviser in consultation with the student. It serves as a guide to the M.F.A. student during the first two semesters of study and as the basis for preparation of the Study Plan.

The M.F.A. Initial Study Plan incorporates...

1) Regular coursework selected by the student in consultation with his or her M.F.A. Adviser (or Major Professor for M.A.T. students.) 2) Deficiency and/or required coursework specified by the art graduate faculty at the Admission and/or Initial Review. 3) Allowable transfer, nonmatriculated, unclassified or correspondence credit.

A copy of the M.F.A. Initial Study Plan is placed in the student's department file.

The Study Plan

The Study Plan is developed by the Major Professor in consultation with the student. It must be approved by the members of the student's graduate committee, the department administrator and the Dean of the College of Graduate Studies.

The form "Master's Study Plan", is checked and approved by the Major Professor. It is filed with the UI College of Graduate Studies as soon as possible after the appointment of the Major Professor and Committee. Transfer and nonmatriculated credits accepted toward a degree program by the graduate art faculty are listed on the Study Plan. Deficiencies and required courses specified by the art graduate faculty are listed on the Study Plan.

It is the Major Professor's responsibility to insure that the student is making progress towards degree completion by meeting Study Plan requirements.

Advanced Review

An Advanced Review may be scheduled by the Graduate Coordinator if requested by the student's major professor. If requested an advanced review is conducted by the entire art graduate faculty.

Preliminary M.F.A. Statement Review

A Preliminary M.F.A. Statement Review will be conducted by the Major Professor and the graduate committee at least one semester prior to the student's final semester.

The purpose of this review is to examine and comment on the rough draft of the student's M.F.A. Statement.

Authorization for Final Draft of M.F.A. Statement

The Major Professor and graduate committee review the final draft of the M.F.A. Statement during the last semester of graduate study. They make final recommendations for inclusion in the Statement and authorize scheduling of the final defense.

The form "Request to Proceed with Final Defense of Thesis/Dissertation" is completed by the Major Professor and committee members and submitted to the UI College of Graduate Studies. Permission to schedule final defense in no way implies final acceptance of the M.F.A. Statement. The Major Professor and committee approve the final M.F.A. Statement when they deem it acceptable.

The final M.F.A. Statement is submitted to the UI College of Graduate Studies before the end of the semester, or summer session, in which all Study Plan requirements are to be completed.

Submission of
M.F.A. Statement

Two photographic copies (or one original and one copy) and an extra title page, and abstract are submitted to the graduate school.

It is the student's responsibility to insure that all UI College of Graduate Studies guidelines are met.

One copy of the M.F.A. Statement is retained by the art department.

The application for advanced degree must be completed and filed during the first two weeks of the semester, or summer session, in which all Study Plan requirements are to be completed.

Application for
Degree

The form "Application for Advanced Degree" is completed and filed with the UI College of Graduate Studies.

The M.F.A. Exhibition and Final Defense occurs during the semester, or summer session, in which all Study Plan requirements are to be completed. The M.F.A. Exhibition and Final Defense coordinated by the Major Professor with the student, the University Gallery, and committee.

M.F.A.
Exhibition
and
Final Defense

Final Schedule

The M.F.A. Final Defense is public. Announcement of time and place is made by the Major Professor at least two weeks prior to the Final Defense.

The Final Defense is usually oral, but may be written, in whole or in part, as required by the committee.

An M.F.A. Exhibition and Final Defense are required for all M.F.A. degrees.

M.F.A.
Final
Defense

A Final Examination is required for the M.A.T. degree. An exhibition is not required, but is strongly encouraged. Scheduling will be coordinated by the student with the University Gallery, the Major Professor and committee.

M.A.T.
Final
Examination

The Final Examination is usually oral, but may be written, in whole or in part, as required by the committee.

The Final Defense is conducted by the Major Professor and committee at the M.F.A. Exhibition whenever possible. A recommendation of the majority of the committee is necessary for the candidate to pass this defense.

The Final Defense is open to the public; time, place, and topic will be announced by the Major Professor.

After the Final Defense the form "Final Examination Report" is filed with the UI College of Graduate Studies.

The Major Professor changes all "IP" grades to a letter grade; at the UI Registrar's Office.

M.A.T.
Final
Examination

The Final Examination is conducted by the Major Professor and committee at the M.A.T. Exhibition, if held, whenever possible. A recommendation of the majority of the committee is necessary for the candidate to pass this defense.

The Final Examination is open to the public. Time, place, and topic to be announced by the Major Professor at least two weeks prior to the final examination.

After the Final Examination the form "Final Examination Report" is filed with the UI College of Graduate Studies.

The Major Professor changes all "IP" grades to a letter grade; at the UI Registrar's Office.

The Dean of the UI College of Graduate Studies must be notified before the end of the semester in which the degree requirements are to be completed if the student does not intend to participate in commencement.

Commencement

Degree Requirements

Master of Fine Arts	Seminar, History, Criticism and Philosophy 12 credits required	Art 507	Art Seminar Two semesters are required.	6 cr.	12 cr
		Art 508	Readings in Art Hist./Crit. One semester is required.	3 cr.	
		Required Elective	Hist./Crit./Phil. Elective* One semester is required. * Electives listed on the Study Plan must be approved by the major Professor.	3 cr.	
	Practicum and Gallery 3 credits required up to 6 credits may be included on the Study Plan	Art 597	Practicum 3 credits, 6 cr. max.		3-6 cr
		Art 510	Gallery 1-3 credits, 6 cr. max.		
	Studio 18 credits required	Art 515	Art Faculty Studio 3-6 credits, 12 cr. max. One semester is required.		18 cr
		Art 516	M.F.A. Art Studio 3-6 credits, 9 cr. max.		
		Art 520	Studio Workshops* 1-3 credits, 6 cr. max. * Art 520 credits listed on the Study Plan must be approved by the major Professor.		
		Art 521	MFA/MAT Individual Critique 3 credits, 9 cr. max.		
		Art 598	Internship* 1-6 credits, 6 cr. max. * Art 598 credits listed on the Study Plan must be approved by the major Professor.		
Research and Thesis Exhibition 20 credits required	Art 590	M.F.A. Exhibition 4-8 credits, 16 cr. min. 20 cr. max.	16 cr.	20 cr	
	Art 500	Master's Research & Thesis 4 cr. min.	4 cr.		
Major Professor Approved Electives 4-7credits required		Electives Approved by Major Professor		4-7 cr	
				60 credit minimum	

Master of Art in Teaching

Art 507	Art Seminar	3 cr.
Art 508	Readings in Art	3 cr.
Art	General Studios 300s, 400s, or 500s level	12 cr.
Art	500 Studios 2 semesters	6 cr.
Ed. 500	Education Courses 2 semesters, 6 cr. max.	6 cr.

30 credit minimum

Forms

Appointment of M.F.A Adviser/ M.F.A. Initial Study Plan

Completed at the beginning of the first semester of graduate study by the Department Chair in consultation with the Graduate Coordinator.

Forms available online from the UI College of Graduate Studies:

<<http://www.uidaho.edu/cogs/forms.html>>

Appointment of Major Professor and/or Committee Form.

<<http://www.uidaho.edu/cogs/forms/form3.pdf>>

To be completed and filed with the UI College of Graduate Studies.

M.F.A. students, in consultation with their M.F.A. Adviser, select a Major Professor during the second semester of graduate study.

M.A.T. students, in consultation with the Graduate Coordinator select a Major Professor during their first semester of graduate study.

Study Plan

<<http://www.uidaho.edu/cogs/forms/form2.pdf>>

Completed, by the Major Professor and student, and filed with the College of Graduate Studies.

Study Plan and Committee Change Form

<<http://www.uidaho.edu/cogs/forms/form1.pdf>>

May be filed at any time to update or change Major Professor, Study Plan, or Committee membership.

Graduate Handbook for Theses and Dissertations

<<http://www.uidaho.edu/cogs/forms/handbook.pdf>>

Guidelines, deadlines and forms for the preparation of graduate Theses and Dissertations. Graduate student are encouraged to read this document closely.