

**Illinois State University  
School of Art  
Graduate Student Pre-Registration Form**

This form must be filed in the School of Art Office before **Advance Registration**. After clearance is given, **students must register** for courses via [my.IllinoisState.edu](http://my.IllinoisState.edu) portal. Full-time students must be registered for a minimum of 9 hours and a maximum of 12 hours.

Name: \_\_\_\_\_ UID: \_\_\_\_\_

Session: \_\_\_\_\_ Year: \_\_\_\_\_ Area of Study: \_\_\_\_\_

**Scheduled Courses:**

	Course Name	Course Number	Sect	Hours	Instructor Name
1					
2					
3					

**Independent Studies:** (See Back for Guidelines.)

ART 400: Independent Study (to be used for non studio-based advanced course work of a special nature)

ART 444: Problems in Studio Work (to be used for ongoing studio-based course work)

ART 451: Special Projects in Art (to be used for art history, art education and studio-based course work of a special nature)

**Reminder:**

The request for each course must be accompanied by a description, which includes 1) nature of the project; 2) schedule of meetings with the instructor; 3) expected outcomes; and 4) how work will be evaluated.

	Course Number	Sect	Hours	Instructor Name	Instructor Signature
4					
5					
6					

Do you plan to graduate at the end of this term?  Yes  No

Signatures:

\_\_\_\_\_  
Graduate Student DATE

\_\_\_\_\_  
Graduate Coordinator DATE

\_\_\_\_\_  
Director, School of Art DATE

School Office Action:

\_\_\_\_\_ Date received \_\_\_\_\_ Date cleared to register

## SCHOOL OF ART GUIDELINES FOR ADVANCED COURSE WORK

Advanced course work in the School of Art is intended for intensive study in specialized areas under a qualified member of the School of Art faculty.

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- Advanced course work should be requested only by students who have completed the sequence of courses in an area, who meet the required major and accumulative grade point average and who have demonstrated potential to benefit from the study requested.
- A request for advanced course work must be prepared by the student, approved by the faculty member(s) and the Graduate Coordinator, and filed in the School of Art office before the last day to withdraw from a full semester class without a withdrawal grade assigned (date can be found in the class registration directory) at the beginning of the semester the work is to begin.
- Advanced course work is not intended for non-academic activities.
- Students may not request advanced course study when the proposal duplicates work being offered in a regularly scheduled class without the approval of the School Director and the Graduate Coordinator.
- Advanced course work should be completed in the semester for which it is requested. Incomplete grades may be given to a student who is doing passing work but finds it impossible, because of reasons beyond his/her control, to complete the required work by the end of the term. The student must have been doing the work, according to the approved contract, to within three weeks of the close of the semester or to within one week of the close of the summer session. If a student is to receive an incomplete, the faculty member may specify the date by which the required work must be completed. The determined date may be no later than the final class day of the corresponding term of the following academic year. (Consult the graduate catalog for detailed description of assigning incomplete grades.)

**Independent Study 400:** Intensive work in a specialized area. A maximum of six hours may be applied toward a master's degree.

- Art 400 fulfills hours in the "Other Coursework" requirements of the MFA degree.

**Problems in Studio Work 444 (MFA):** Individual creative work in a particular studio discipline. May only be requested by graduate students. These courses may be repeated.

- Art 444 fulfills hours in the "Major Studio Area" requirements of the MFA degree.
- Art 444 should be used when a student pursues independent study studio work with a Studio faculty member in the student's Major Studio Area.
- Art 444 may be used when a student pursues independent study studio work with a Studio faculty member outside of the Student's Major Studio Area only with written approval (a short email or letter to the MFA Graduate Coordinator will suffice) by a Studio faculty member in the student's Major Studio Area (after formation of the MFA Committee, the approval should come from the committee Chair).

**Special Projects in Art 451:** Special projects in art chosen by the student for advanced investigation. May only be requested by graduate students. These courses may be repeated.

- Art 451 fulfills hours in the "Other Coursework" requirements of the MFA degree.
- Art 451 will carry a decimal number designating the study as Studio or Art History, indicating the academic discipline of the faculty member sponsoring the independent study work.
- Art 451 with Studio designation should be used when a student pursues independent study studio work with a Studio faculty member outside of the student's Major Studio Area.
- Art 451 with Art History designation should be used when a studio student pursues independent study work with a faculty member from Art History.
- Art 451 with Art History designation may not fulfill hours in the "Art History" requirement of the MFA degree without written approval of an Art History faculty member and a plan of study that clearly shows research-based, art historical coursework. Art 451 with Art History designation may not fulfill hours in the "Major Studio Area" requirement of the MFA degree.

\*Consult the graduate catalog for complete descriptions of **Independent study 400 level coursework.**

**It is the student's responsibility to process this form correctly. If you have any questions contact the Graduate Coordinator.**